

Payroll in a Background Operation



HELP.PYINT

Release 4.6B



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Payroll in a Background Operation

Use

When you have checked all the settings for the payroll run, and have tested the run in a simulation run, you can perform the payroll run in a background job.

Scope of Functions

There are several possibilities for creating background jobs:

- Using the payroll calendar you can create and schedule payroll jobs.
- You can use report RPCSC000 to split the personnel numbers into small sets and run them simultaneously in the background.
- Using the process model workbench you can easily plan all payroll jobs and the subsequent activities.
- With the function System→Services→Jobs→Define Jobs, you can establish individual jobs or a series of jobs. For more information see [Managing Background Processes \[Ext.\]](#).

Payroll Calendar

Payroll Calendar

Use

Using the payroll calendar you can create payroll jobs and follow how they are executed. The payroll jobs are grouped into tasks according to payroll areas.

Prerequisites

In *Customizing for Payroll* all the necessary settings must be made under Payroll Calendar.

Scope of Functions

The payroll calendar provides you with the following functions:

- Calendar

You can flag one or more schedules and display the tasks which belong to them.

You can display the payroll jobs for a task.

You can schedule tasks that have already been defined.

You can display tasks that have already been processed.

You can display the way in which tasks are assigned to a schedule.

- Job Scheduling:

You can edit payroll jobs.



The report documentation describes how you create a payroll job.

Viewing the Payroll Job

Procedure

1. In the Payroll menu choose *Tools*→ *Payroll Calendar*.
2. Specify a schedule.
3. Choose *Calendar*

The calendar is displayed in two parts:

- The upper section contains a three month period, beginning with the month of the selected start date. You can change this section month by month or select any month directly. Weekends, public holidays and the days for which payroll jobs are scheduled have a different background color.
- The tasks for all dates are displayed in the lower part of the screen. These tasks contain the planned payroll jobs for a payroll area.



To display completed payroll jobs, choose *Settings* → *Hist. Data On*. This menu entry is changed dynamically to *Hist. Data Off*. To hide previous payroll jobs, choose *Settings* → *Hist. Data Off*.

Viewing Payroll Jobs for a Specific Task

4. Select a task.
5. Choose *Display Selected Tasks*.

The system lists all the payroll jobs assigned to this task.

6. For more information on individual payroll jobs, select a payroll job and choose *Goto* → *Scheduled Task*

You then have a job overview for the selected payroll job. The following functions are available:

- You can view the job definition and the individual steps of the job.
- You can delete the payroll job.
- You can view the job log and the spool list with the payroll log, for payroll jobs that have already been carried out.

Viewing Payroll Jobs for a Specific Date

4. Select a date.
5. Choose *Display Selected Tasks*.

The system then displays all of the payroll jobs scheduled for this day.

Viewing Payroll Jobs for a Specific Week

4. Select a week number

Viewing the Payroll Job

5. Choose *Display Selected Tasks*.

The system then displays all of the payroll jobs scheduled for this week.

Processing Payroll Jobs

Prerequisites

You are in the initial screen of the Payroll Calendar.

Procedure

1. Choose *Job Scheduling*.

You enter the selection screen for job scheduling. The report documentation for this selection screen describes how you create a payroll job.

Deleting Data

2. To delete incorrect payroll jobs or tasks from the payroll calendar proceed as follows:
 - To delete a payroll job, select the payroll job and call up the job overview. Select the payroll job that you want to delete, then delete it.
 - To delete a task, choose *Environment* → *Configuration* → *Task*. Select the payroll job that you want to delete, then delete it.
3. Choose *Back*.

You come back to the payroll calendar.
4. Choose *Schedule* → *Refresh*

The deleted payroll jobs and tasks are no longer displayed.

Parallel Payroll for Personnel Numbers

Parallel Payroll for Personnel Numbers

Use

If you have to run payroll for a large number of personnel numbers in a payroll period, you can use report RPCSC000 to split the personnel numbers into several background jobs. The system then processes the background jobs simultaneously, using different application servers.

Integration

Report RPCSC000 is used exclusively in Payroll.

[Report RPCS0000 \[Ext.\]](#) can also be used if you want to run parallel evaluations for payroll.

Prerequisites

You must note the following prerequisites:

- The payroll program is called up using a symbolic name. You must define these symbolic names and the program names in view T596F.
- You must define a suitable program variant in the programs assigned to the symbolic names.

Scope of Function

You specify the number of personnel numbers to be included in the background payroll run, or how many background jobs should be created. Report RPCSC000 selects the personnel numbers to be included in the payroll run from the database, and groups them together in background jobs. You can release each background job for payroll separately, or you can release them together.

You can enter a short title for each payroll run. Each background job contains this short title and a sequential number. The short title can be helpful if you want to display the background jobs in the general job overview.

The program displays a log after the payroll run has been completed.

Parallel Payroll for Personnel Numbers

Prerequisites

You have defined the symbolic names to be used to call the payroll program and the program names in table T596F. You must use the following naming conventions: the symbolic name starts with CALC and contains the country modifier (for example, CALC02).



The system takes the first entry with the symbolic name into account and does not use the date in the table.

You have defined a program variant in the payroll program that is assigned to the symbolic name.

You are in the *ABAP Execute Program* screen.

Procedure

1. Enter Program `RPCSC0000`.
2. Choose *Execute*.
3. Enter the program and a variant.

The system uses the payroll schema for the variant you have selected for the payroll run.

4. Enter the number of personnel numbers to be included in the parallel payroll run, or enter the number of jobs for which the payroll run should be split.
5. Choose one of the following steps:
 - Program → Execute
 - *Program* → *Execute + Print*
 - *Program* → *Execute in Background*

Result

The system performs payroll and prints a log. This contains the following information:

- Date and time of the individual program steps
- Error messages
- Warnings
- Overview of generated background processes

You can clearly identify the jobs using the job numbers and the job names.

Process Model

Process Model

Definition

A process model defines a sequence of programs that automatically follow one another. The process run can be interrupted with **breakpoints**.

Use

Process models are used as templates for the execution of [processes \[Page 27\]](#). Several processes can be based on the same process model. Implementation of process models has the following advantages:

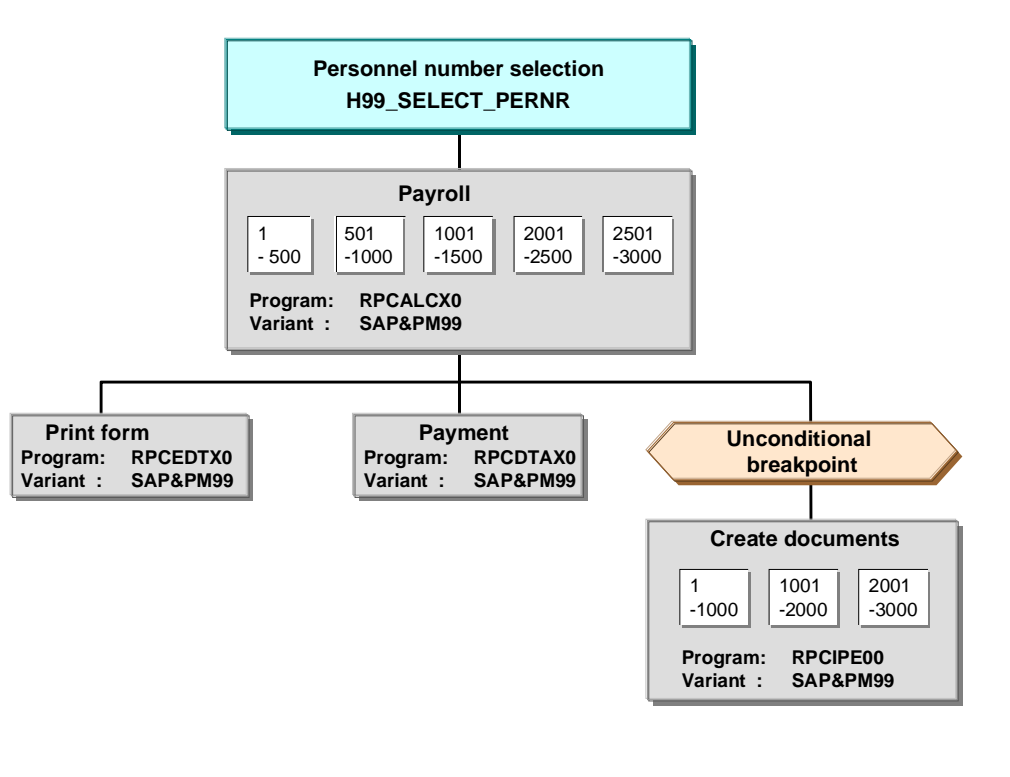
- Processing of the programs can be easily monitored.
- You can check each personnel number during the complete process run.
- You can repeat individual process steps.
- You can reduce the process runtime by running programs in parallel.
- You can specify that a message is sent in specific conditions.

Structure

In the attributes, you use the [personnel number selection program \[Page 16\]](#) to specify which personnel numbers are used in the process model.

You define the behavior of the program in the process model by specifying a **program category** that defines this program. The specifications for the program categories are documented in the system under *Edit* → *Program category*. You can assign any number of programs to a program category.

Process Model: Example



Personnel Number Selection

The selection program H99_SELECT_PERNR transfers the personnel numbers to be processed to the process model.

Programs

The program RPCALCX0 with selection variant SAP&PM99 belongs to the PY-Payroll program category.

Form printing and payment are processed together, therefore, the total runtime is reduced.

Sets of personnel numbers

The payroll program simultaneously processes sets of 500 personnel numbers and the transfer program processes sets of 1000 personnel numbers. This means that the runtimes of the programs are reduced.

Programs that process sets of personnel numbers cannot follow programs that split the selected personnel numbers, and vice versa.

Breakpoint

The unconditional breakpoint interrupts the process each time it is run and before any documents are created.

Process Model: Example

Programs that select personnel numbers can only follow programs that also work on the personnel number level. For example, the payment program cannot transfer personnel numbers to the check printing program as a `selection criterion`. Only a program that does not select personnel numbers can follow the check printing program. The system documentation for the program categories specifies which categories select personnel numbers.

Technical Processing of a Process Model

Purpose

For more information on using a process model, see [Process Model \[Page 12\]](#).

Prerequisites

A workflow user must be set up in [SAP Business Workflow \[Ext.\]](#) to enable the program to be executed correctly.

Process flow

1. The process starts with a selection program which determines the personnel numbers for processing. The selection program can either be started in the background or directly from the HR Process Workbench. It exports a workflow event and transfers the process control to the Process Manager. This means that the following information is sent to a container:
 - StepID
 - ProclD
 - ParalD
 - RunID
2. The Process Manager determines the next step, and starts the accompanying program in the background.
3. At the end of the program, control is given back to the Process Manager. The system checks the status of the process step and checks whether other steps follow. The container is filled with the above information again. The content of the container is always saved so that the information on the individual steps is never lost.
4. The next program is started with the information from the container and from the results tables for the preceding program.

Result

An overview of the status for the individual process steps is displayed in the HR Process Workbench. A message can be sent to a particular person, depending on the definition of the individual process steps.

Personnel Number Selection

Personnel Number Selection

Use

The process model must start with a program that selects the personnel numbers for the complete process run. Each process model starts with a specific selection program.

You specify the selection program when you create the process model.

Integration

Personnel numbers that have not been selected using the selection program defined in the process model can still be included in a process containing payroll. For example, you can include new employees in a process. If the process is repeated, they are read from [matchcode W \[Ext.\]](#).



SAP provides an international selection program H99_SELECT_PERNR.

If you use your own selection program, base it on the following structure. The given source text must remain.

```
REPORT MY_SELECTION_PROGRAM.
INCLUDE RPUPMDP1.
RANGE: PROCESS_EMPLOYEES FOR PERNR-PERNR.
DATA: This_report like sy-repid
...
START-OF-SELECTION.
This_report = sy-repid
CALL FUNCTION 'HRPY_PROCESS_INIT_SELECTION'
  EXPORTING
    IMP_PROGRAM      = This_report
  CHANGING
    CHAN_PROCESSID  = STPROCID
    CHAN_STEPID     = STSTEPID
    CHAN_CONNECT    = CONNECT
    CHAN_CONT       = CONT
```

... Specific processing: In the PROCESS_EMPLOYEES table, enter the personnel numbers to be processed.

```
END-OF-SELECTION.
CALL FUNCTION 'HRPY_PROCESS_CLOSE_SELECTION'
  EXPORTING
```

Personnel Number Selection

```
IMP_PROCESSID      = STPROCID
IMP_STEPID         = STSTEPID
IMP_CONNECT        = CONNECT
IMP_CONT           = CONT
```

TABLES

```
IMP_PERNR_INDEX = PROCESS_EMPLOYEES
```

LEAVE PROGRAM.

Mail Connection

Mail Connection

Use

During a process, the individual steps can have different statuses. When you create a process model, you can define the situations in which you are notified about the status of a process step.

You can send a message by mail or by pager. For more information on communicating by pager, see [Sending Messages by Pager \[Ext.\]](#).

Features

You can send a message in the following situations:

- Some personnel numbers contain errors
- Some personnel numbers have no data
- Processing of a set of personnel numbers was canceled
- A step was completed
- A process was canceled
- A process was not canceled

There are standard texts for these mails. The texts are assigned when the process is defined. Each mail has an attachment. If you double-click this attachment, you access the HR Process Workbench at the place where the process was canceled.

Activities

When you create a process model, you specify who should receive the message and which standard text should be used for the mails.

You can change the standard texts under *Tools* → *SAPScript* → *Standard text*. For more information, see the Implementation Guide (IMG) for *Payroll* under [Create Process Model \[Ext.\]](#).

Copying or Creating a Process Model

Prerequisites

SAP recommends that you copy the standard process models and then edit the copied process models.

Copying a Process Model

1. In the Payroll menu, choose Tools → Flow control → Maintain process model.
You access the Maintain Process Models screen.
2. In the *Process model* field, enter a process model.
 - If you want to display the process model before you copy it, choose *Model → Display*.
 - If you want to display information on the model, choose *Goto → Documentation on model*.
3. Choose *Model → Copy*.
4. In the *Target model* field, enter the name of your process model. You can use names that begin with the **digits 0 to 9** or with **Z**.

Result

The process model has been copied to the new name and is now ready for editing. To create information on the model, choose *Goto → Documentation for model*.

Creating a Process Model

1. In the Payroll menu, choose Tools → Flow control → Maintain process model.
You access the *Maintain Process Models* screen.
2. Enter a name and choose *Model → Create*. You can use names that begin with the **digits 0 to 9** or with **Z**.
3. Maintain the attributes for your model and choose *Save*.
The model attributes assign a name and selection program to your model. This selection program provides your model with the personnel numbers to be processed.
4. Choose *Continue*.

Result

The process model has been created and can be [edited \[Page 20\]](#).

Editing a Process Model

Editing a Process Model

Prerequisites

You have [created or copied a process model \[Page 19\]](#) and are in the *Maintain Process Models* screen.

Procedure

1. Enter the name of the model that you want to edit.
2. Choose *Model* → *Change*.

You access the change mode. The following areas are displayed in the change mode:

- Display area
The model you have called is displayed and can be changed.
- Navigation area
The section of the display area is defined.
- Insertable objects
The *Program* and *Breakpoint* templates are displayed.



- To change the size and overview of the areas, choose *Settings* → *Change partitioning*.
- To change the sequence of the areas, choose *Settings* → *Change sequence*.
- To choose between your own and standard settings, choose *View* → *User* or *View* → *Standard*.

Result

You can insert the *Program* and *Breakpoint* objects as process steps in the process model. See also [Inserting and Changing Process Steps \[Page 21\]](#).

For more information, see *Documentation on Model*.

Inserting a Process Step

Prerequisites

You are in the *Maintain Process Model* screen.

The templates for programs and breakpoints are available in the *Insertable objects* area.

Procedure

1. In the *Insertable objects* area, select the object that you want to insert.
2. Click in the display area.
The object appears.
3. Create the [program \[Page 22\]](#) or the [breakpoint \[Page 23\]](#).
4. To include the object in the model, choose *Include*.
5. Use the cursor to draw a line from the parent object to the child object.

Result

The object is inserted in the process model as a new process step.

Defining a Process Step

Defining a Process Step

Prerequisites

You are in the *Maintain Process Model* screen.

You have inserted a process step in your process model and you must now specify the characteristics for this step.

Procedure

1. Enter the program category that you want to use.

If you are creating a new category, enter the name of the category and define the following characteristics:

- Unconditional breakpoint before program start
- Whether the status can be reset
- Personnel number selection
- Parallel processing
- Parent category
- Child category



For an overview of the existing program categories and their characteristics, see *Maintenance of process models* under *Edit* → *Program categories*. You can also maintain the characteristics here.

2. Enter the program that you want to use.
3. Enter the program variant that you want to use with this model. You can also enter the name of a new variant and create the variant directly.
4. If the program processes personnel numbers at the same time, enter the size of the personnel number set.
5. If applicable, specify whether somebody should be informed of the status of the process step.

Result

The process step is displayed under the program, variant and set size information.

Defining a Breakpoint

Prerequisites

You are in the *Maintenance of Process Models* screen.

You have inserted a breakpoint in your process model and you must now define the characteristics for this step.

Procedure

1. Enter the condition under which the breakpoint will interrupt the process run.
2. If applicable, specify whether somebody should be informed of the status of the breakpoint.

Result

The process step is displayed.

Breakpoint

Breakpoint

Definition

Specifies whether a process must be interrupted. There are conditional and unconditional breakpoints.

Structure

A breakpoint is defined by a function module. SAP provides the function module `HRPY_PROCESS_STOP_CONDITIONAL` (conditional breakpoint) and `HRPY_PROCESS_STOP_ABSOLUTE` (unconditional breakpoint).

You can define your own conditions for a breakpoint in a function module. The function module interface has the following structure:

- Import parameter
 - `IMP_PROCESSID` LIKE T52SPS-PROCESSID (process object key)
 - `IMP_STEPID` LIKE T52SPS-STEPID (process step object ID)
 - `IMP_RATE` LIKE T52SMS-PERCENTAGE (percentage rate)
- Exception
 - `STOP_PROCESS` (If this exception occurs, the process is interrupted.)

Changing a Process Step

1. Select the process step that you want to change.
2. Choose *Edit* → *Choose*.
3. Make the changes. If you are changing a program, you can create new program categories here.

Changing the Sequence of Process Steps

Changing the Sequence of Process Steps

You have the following options:

1. Select the process step that you want to move.
2. Choose *Edit* → *Nodes* → *Remove to buffer*.
3. Choose *Edit* → *Nodes* → *Remove to buffer*.

The object is displayed separately in the display area and can then be inserted again.

Or:

1. Choose *Edit* → *Nodes* → *Connect*.
2. Use the cursor to draw a line from the new parent object to the process step that you want to move.

The process step and the accompanying child objects are now subordinate to the new parent object.

Process

Definition

Each process is created and given a unique number using a [process model \[Page 12\]](#). The process comprises all steps defined in the process model. Closed processes are locked for changes, however they can still be displayed. This ensures that the complete process history is available.

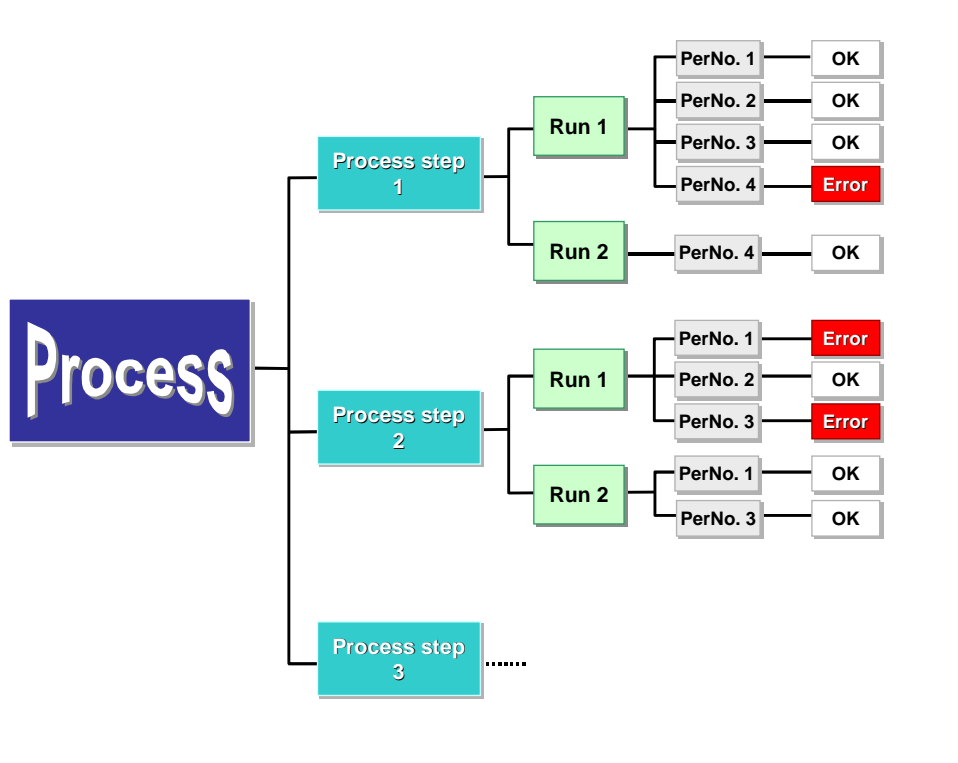
Use

If a process model is used periodically, you create a new process each time. The process ID uniquely identifies each process.



You use the same process model each month to create the bank transfer for an employee and print the forms. Each month you use the process model to create a new process. In December, you may need to use a different process model since additional evaluation reports are required at the end of the year.

Structure



You can check the processing steps using the [Status Display \[Page 33\]](#) function.

Process step

Process

A process step corresponds to the processing of a program in the process model. The process step includes:

- The program category, whose specifications have been defined in the [process model \[Page 12\]](#).
- The assigned program with a variant

You can repeat a process step as often as required. If you do repeat a step, the child program that processes the results of the parent program is also repeated. You [start and repeat \[Page 30\]](#) processes and process steps in the same way.

Run

A run is equivalent to starting or repeating a process step. The runs in a process step are displayed and numbered sequentially. If a process is repeated, all process steps will also be repeated.

Set

If personnel numbers are processed at the same time in the process step, sets of personnel numbers are processed in each run. The number of sets is determined each time the process step is repeated. The numbering starts at one each time.

If the personnel numbers cannot be processed at the same time, they automatically form **one** set.



If you repeat a process step or process, only personnel numbers **without** the *Successful* status or with the *Not Selected* status will be processed again.

You can only repeat processes, process steps and personnel number sets if you [change the status \[Page 35\]](#) for the personnel numbers in question.

Creating a Process

Prerequisites

You have created the [process model \[Page 12\]](#) to be used in the process.

Procedure

1. In the Payroll menu, choose *Tools* → *Flow control* → *HR Process Workbench*.
2. Choose *Edit* → *Process* → *Create*.

The process number that uniquely identifies the process is assigned automatically. The number range object, which controls the assignment of the numbers, is delivered with the Process Workbench.

3. Enter a process name and the process model that you want to use.

Result

The process has been created. It has the [status \[Page 33\]](#) *Still to run*. You can start the process.



To check which process model is used in your created process, flag the process and choose *Goto* → *Additional information*.

Starting or Repeating a Process

Starting or Repeating a Process

Use

You start and repeat processes and process steps in the same way. The [status \[Page 33\]](#) indicates whether you need to start or repeat the process.

You can start a process for the first time or repeat a process for the following reasons:

- Breakpoint
A process step follows either a conditional or unconditional breakpoint.
- Process termination
Process steps can be terminated due to a program or technical error. You can see the reason for the program termination by displaying the [job log \[Page 36\]](#).
- Personnel numbers with errors
Use the [spool list \[Page 36\]](#) and [job log \[Page 36\]](#) to check the process step. Remove the error and repeat the process step.

Prerequisites

You are in the *HR Process Workbench*.

Procedure

1. Select the process that you want to start and choose *Edit* → *Process* → *Start/repeat*.
2. Specify whether the process will run immediately or at a later point.
 - Immediately: In the personnel number selection screen, either specify a variant or enter the payroll area and payroll period.
 - Later: Enter the start date and time. Select the variant for starting the personnel number selection program.



A process is always processed in the background.

Result

The process is run at a specified time.

You can control the process run using [process control \[Page 36\]](#).

Closing a Process

You can close a process when you have locked it for changes and do not want to repeat it again. You can close a process even it still contains incorrect personnel numbers.

Prerequisites

You are in the *HR Process Workbench*.

Procedure

1. Select the process that you want to close.



You cannot reverse the *Close process* activity. You can only display a closed process.

2. Choose *Edit* → *Process* → *Close*.

Result

All process data remains unchanged so that you can see the process history.

Deleting a Process

Deleting a Process

Prerequisites

Processes that you want to delete must already be closed.

You are in the *HR Process Workbench*.

Procedure

1. Select the process that you want to delete.
2. Choose *Edit* → *Process* → *Delete*.

Result

You can no longer access the history for processes that have been deleted.



The application log shows who deleted a process and at what time it was deleted. To access the application log selection screen, choose *Goto* → *Display application log*. If you want to accept the default settings, choose *Continue*. An overview of the processes deleted in the previous year is displayed. If you want to restrict the overview, enter the necessary data in the selection screen.

Status Display

You can use the status display to check the status of a process.



For more information on checking the processing status, see [Process Control \[Page 36\]](#).

Features

The status display enables you to display the status of the process and the status of the personnel number.

Process status

The process status is displayed on the process, process step, run, and set level. The icons given to the levels during and after a process run provide information on the processing status. The icon legend can be found in the *HR Process Workbench* under *Utilities*.

The process status can be as follows:

- *Stopped*

A process step follows either a conditional or unconditional breakpoint. To continue the process, select the process step and choose *Edit* → *Process* → *Start/Repeat*.
- *Successful*

You can now [close the process \[Page 31\]](#).
- *Provisionally ended*
- *Ended with errors*

If process steps are *provisionally* or *incorrectly* ended, display the [spool list \[Page 36\]](#) to analyze the problem. Remove the error and repeat the process step.
- *Canceled*

Display the [job log \[Page 36\]](#). Remove the error and repeat the process step.

Personnel number status

During the process flow, each personnel number receives information on the processing status. This means you can follow the status of a personnel number through the complete process flow. Only correctly processed personnel numbers are transferred from one process step to the next.

You can display the status of a personnel number for all process levels. Select the corresponding process level, choose *Goto* → *Display personnel numbers* and specify whether particular personnel numbers or personnel numbers with a particular status are to be displayed.

The status can be as follows:

- *Successful*
- *Provisional*

Personnel numbers receive this status if they are processed using incomplete data and the process step was performed correctly.

Status Display

- *Incorrect*
- *Blank*

This status is for personnel numbers that were incorrect in the previous process step and, as a result, could not be edited.

- *Not selected*

Activities

In the status display, you can restrict which processes are displayed by choosing *Process overview* → *Set filter*.

If you have selected a process and you then choose *Goto* → *Display process model*, the accompanying process model is displayed.

Changing the Status

Use

If you [repeat \[Page 30\]](#) processes or process steps, only personnel numbers without the *Successful* or *Not selected* status are processed. To be able to select successfully processed personnel numbers, you must change the status.

Prerequisites

You are in the *HR Process Workbench*.

Procedure

1. Select the appropriate level in the process.
2. Choose *Edit* → *Personnel number* → *Set to 'Incorrect'*.

You can only reset the status if this action is permitted for the process step category in question.



You have changed the value of a wage type in a table for the process step *Payroll*. The personnel numbers affected by this change are not grouped in matchcode *W*, however, when the payroll process is repeated, they should be corrected. Change the status and start the process again.

Process Control

Process Control

Use

You can run processes *immediately* or *later*, in other words, at any time. This information refers to starting the [selection program \[Page 16\]](#).

The process steps are processed in the background. The following tools help you to monitor the processing:

- [Status management \[Page 33\]](#)

- Job log

The job log contains the processing start date and time and also the processing end or termination date and time.



To display detailed information on the program termination, double-click the *Job interrupted* message in the job log. Either a short dump or a termination message text will inform you of the cause of the termination.

To display the job log, select the set of personnel numbers and choose *Goto → Job overview for set*.

- Spool list for sets of personnel numbers

If the log function is activated, you can use the spool list to display the program output of individual process steps.

To display the spool list, select the set of personnel numbers and choose *Goto → Spool list for set*.