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Implementing Employee Central Payroll

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1 Before Starting: Am I Reading the Right Documentation?

Before you begin looking at this guide, ensure you're looking in the right place.

Context

This guide describes how to set up the point-to-point integration for Employee Central Payroll. It assumes that you have a team of experts in place who are familiar with the systems involved in the integration.

What This Guide Does Not Describe:

Does NOT describe...	Examples	Comments
How to set up and use Employee Central.	How to configure object types in Employee Central.	We tell you which prerequisites object types must fulfill so that they can be replicated between Employee Central and Employee Central Payroll. For example, whether a length restriction applies to a specific field. For basics such as how to restrict the length of a field, see the Employee Central documentation link in the following <i>Looking for information about...</i> table.
How to set up and use the SAP ERP HCM system.	How to use the Customizing Implementation Guide (IMG) in your system.	We tell you which Customizing activities and settings are relevant for integration. For basics such as how to make entries in Customizing views or how to implement a Business Add-In (BAdI), see the SAP ERP HCM documentation link in the following <i>Looking for information about...</i> table.

Data Protection, Privacy Content, and Security Aspects

Data protection and privacy features work best when implemented suite-wide, and not product-by-product. For this reason, data protection and privacy are documented centrally.

i Note

SAP SuccessFactors values data protection as essential and is fully committed to help customers complying with applicable regulations – including the requirements imposed by the General Data Protection Regulation (GDPR).

By delivering features and functionalities that are designed to strengthen data protection and security, customers get valuable support in their compliance efforts. However, it remains each customer's responsibility to evaluate legal requirements and implement, configure, and use the features provided by SAP SuccessFactors in compliance with all applicable regulations.

Looking for information about...	See...
Data Protection and Privacy Content	Setting Up and Using Data Protection and Privacy
Security Aspect for Employee Central Payroll	For Employee Central Payroll, see the SAP ERP HCM documentation about security settings in the payroll system. Security Guide for Human Resources Management

Relevant Documentation

The following information provides additional details that aren't covered in this document. See how to set up and use the other systems and settings that are involved in the integration.

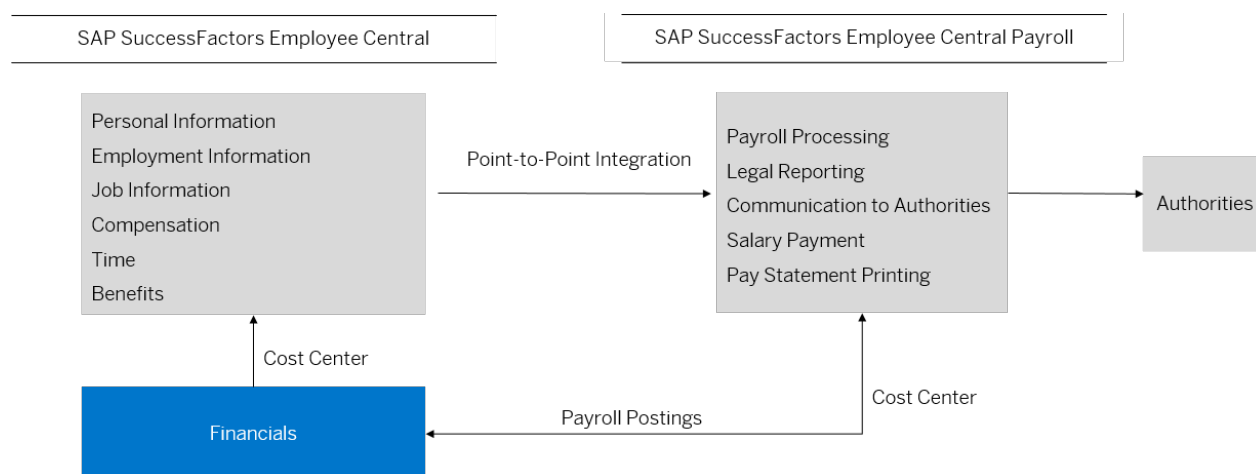
Looking for information about...	See...
Employee Central	https://help.sap.com/viewer/b14dd15ca58f43e0856184a740a4b212/latest/en-US/c922480d9aea440c818aff2b9a9a771e.html
SAP ERP HCM	For platform information: https://help.sap.com/viewer/p/SAP_NETWEAVER and choose your SAP NetWeaver release. For information about SAP ERP in general: https://help.sap.com/viewer/p/SAP_ERP For specific information about SAP ERP HCM: https://help.sap.com/viewer/p/ERP_HCM For information about SAP S/4HANA: https://help.sap.com/viewer/p/SAP_S4HANA_ON-PREMISE
API User Permissions	Granting Permissions to API User
Permissions for Employee Central OData APIs	Enable OData-Service Communication

2 Introduction to Implementing Employee Central Payroll

Understand the business integration between Employee Central and Employee Central Payroll using Point-to-Point.

Employee Central is the mandatory system of record for Employee Central Payroll. All HR events are managed in Employee Central. Payroll-relevant data is either replicated to payroll or maintained in Employee Central using mashups. The following is an example of a typical business process:

- The HR administrator enters employee and employment-related data into Employee Central.
- The employee enters private contact data, biographical data, payment information in Employee Central.
- The HR administrator enters payroll-related information, such as pay group, as well as compensation information like salary or pay rate, in Employee Central.
- The HR administrator typically maintains additional tax and social insurance data. The data is entered in Employee Central using UI mashups, but saved directly in the Employee Central Payroll system.
- For every payroll period, the payroll administrator can prepare and execute all relevant payroll runs. To do this, the payroll administrator accesses the Employee Central Payroll UI, which is embedded in Employee Central.
- The employee accesses the pay statement in Employee Central, which is taken directly from the Employee Central Payroll system.



⚠ Caution

If you already run Payroll with an ERP on-premise system and you want to migrate to SAP SuccessFactors Employee Central Payroll, please take into account that the Employee Central Payroll system isn't a continuation of the SAP ERP on-premise system. The system is initially set up as an empty system with the highest version of the software components needed to run payroll.

What does this mean for you?

- Before you start data migration, you have to bring in Customizing by transport or ask SAP Cloud Operations to do it for you. If you need any add-ons, you need to request their installation as well. However, as no modifications or enhancements are allowed in the SAP coding in Employee Central Payroll, it might not be possible to bring all the code you had in your on-premise system into the Employee Central Payroll

system. Therefore, you might need to find alternative solutions for issues that have been solved before by modifications or enhancements in the on-premise system. However, it's possible to define new payroll functions and operations, implement Business Add-Ins, and create new development objects such as tables or programs in the customer namespace.

- As this system can be on a higher release than your former on-premise system, it might be necessary to fill some database fields that didn't exist in the old release in order to ensure that everything runs in the same way.
- You have to accept the data as it is replicated from the Employee Central system. You can't adjust the data manually in the payroll system.
- It's important that you test the final system setup and compare the payroll results with the results in the legacy system.

i Note

The point to point integration allows only the connection of one Employee Central Payroll system to one Employee Central system.

i Note

If you want to have the same IDs in the Employee Central and Employee Central Payroll systems, we recommend that you use numeric employee IDs in Employee Central, because the personnel number (PERNR) is numeric in Employee Central Payroll. Therefore, an alphanumeric ID can't be used across all processes in the Employee Central Payroll system.


If your Employee Central system is already productive and you're using alphanumeric IDs in Employee Central, you need to either update the *ID* field in Employee Central or use another numeric ID field in the replication process for the personnel number.

2.1 Supported Countries/Regions for Employee Central Payroll

Provides a link to documentation about country/region-specific settings and a link to the product road map.

For an overview and a list of supported countries/regions, refer to the [Country/Region Specifics for Employee Central Payroll](#) guide.

More countries/regions are being added, depending on market requirements. For more information, see the Product road maps on [SAP Road Maps](#) .

If you want to install a partner local version in Employee Central Payroll that isn't provided by SAP as standard, please refer to SAP Note [3031216](#) .

2.2 Terminology Differences Between Employee Central and Employee Central Payroll

Here is a list of terms used in Employee Central and their equivalent terms in Employee Central Payroll.

Term in Employee Central	Term in Employee Central Payroll
Event	Action
Employee Class	Employee Group
Employment Type	Employee Subgroup
Event	Personnel Action
Event Reason	Reason for Personnel Action
Frequency	Period Parameter
Global Assignment	Global Employment
Job Classification	Job key
Job Location	Personnel Area/Personnel Subarea
Pay Component	Wage Type
Pay Group	Payroll Area
Payment Method	Payment Form Code
Salutation	Form of Address Code
Suffix	Name Supplement Code

3 Read Access Logging for Employee Central Payroll

Read Access Logging is used to monitor and log read access to data. This data may be categorized as sensitive by law, by external company policy, or by internal company policy. The [Configuring the Challenge \(0004\) Infotype for Read Access Logging](#) example shows you what you need to configure before using Employee Central Payroll for Read Access Logging.

i Note

You have set up your system and make the settings to log read access to the infotypes. For more information, see the [Read Access Logging](#) standard documentation.

3.1 Making the Personnel Number Visible for Read Access Logging

Enhance the Web Dynpro to make Personnel Number (PERNR) visible for Real Access Logging.

Prerequisites

The personnel number (PERNR) needs to be visible on the screen to capture it and record the corresponding infotypes data for Read Access Logging.

Context

Here's an example to show you how to configure the personnel number for infotype 0002 for Australia.

Procedure

1. In Employee Central Payroll, go to transaction SE80.
2. Enter package PAOC_PAO_AU.
3. Scroll down to ► [Web Dynpro](#) ► [FPM GUIBB Configurations](#) ►.
4. Double-click HRPAAO_DTL_FORM_IT0002_AU and select the option [Start configurator](#) from the menu. You can save it in a transport request.

5. Select *Continue in Display Mode*.

Editor for the Web Dynpro ABAP Component Configuration

✓ Continue in Change Mode ✓ Continue in Display Mode Clear New Other Functions

✓ Action canceled by user

Select the Web Dynpro component that you want to change or display

Component Name: FPM_FORM_UIBB_GL2

Advanced Settings: ☐

6. Choose *Enhance* in the menu.

Component Configuration

Repositories

- Fields
 - KNZNM Name Format Ind.
 - KONFE Religion
 - MIDNM Middle name
 - NACHN Last name
 - NAME2 Name at Birth
 - NAMZU Other title
 - NAT12 Other nationality
 - NAT13 2nd/3rd nationality
 - NATIO Nationality
 - OBJECT_KEY Object Key
 - PERNR Personnel Number**
 - RUFNM Nickname
 - SPRPS Lock indicator
 - SPRSL Communication Lang.
 - SPRTX Lock indicator
 - TITEL Title
 - TITL2 Second title
 - UNAME Changed by
 - VORNA First name
 - VORS2 Name prefix 2
 - VORSW Name prefix
- Buttons

Preview

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	Personnel Number: <Text View>															
2	Name															
3	Form of Address: <input type="text"/>										Name Format Ind.: <input type="text" value="00"/>					
4	Last name: <input type="text"/>										Name at Birth: <input type="text"/>					
5	First name: <input type="text"/>										Initials: <input type="text"/>					
6	Middle name: <input type="text"/>										Name prefix for birth name: <input type="text"/>					
7	Name prefix: <input type="text"/>										Second/Other Title: <input type="text"/>					

Attributes of Element: PERNR

Element			
Field Name:	PERNR	Display Type:	Text View
Text:		Tooltip:	
Style:		Label Text:	Personnel Number
Label Visibility:	Is Visible	Label Style:	

7. To add the PERNR field to the Web Dynpro, drag it to the *Preview* area.

Configure Component

Component Configuration

Save Cancel Edit Save Draft Load Draft Undo Redo Check Additional Functions

Active Enhancement Exists

ARIA Landmark: Form

Repositories

Fields	
KNZNM	Name Format Ind.
KONFE	Religion
MIDNM	Middle name
NACHN	Last name
NAME2	Name at Birth
NAMZU	Other title
NAT12	Other nationality
NAT13	2nd/3rd nationality
NATIO	Nationality
OBJECT_KEY	Object Key
PERNR	Personnel Number
RUFNM	Nickname
SPRPS	Lock indicator
SPRSL	Communication Lang.
SPRTX	Lock indicator
TITEL	Title
TITL2	Second title
UNAME	Changed by
VORNA	First name
VORS2	Name prefix 2

Buttons

Preview

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1																
2	Name															
3	Form of Address:												Name Format Ind.: 00			
4	Last name:												Name at Birth:			
5	First name:												Initials:			
6	Middle name:												Name prefix for birth name:			
7	Name prefix:												Second/Other Title:			

Attributes of Group: (2)

Final Flags

Standard Attributes

Style: Context Menu ID:

Group Header

Text: Name Style:

Enhancement

Save Cancel Edit Save Draft Load Draft Undo Redo Check Additional Functions

ARIA Landmark: Form

Repositories

Fields	
KNZNM	Name Format Ind.
KONFE	Religion
MIDNM	Middle name
NACHN	Last name
NAME2	Name at Birth
NAMZU	Other title
NAT12	Other nationality
NAT13	2nd/3rd nationality
NATIO	Nationality
OBJECT_KEY	Object Key
PERNR	Personnel Number
RUFNM	Nickname
SPRPS	Lock indicator
SPRSL	Communication Lang.
SPRTX	Lock indicator
TITEL	Title
TITL2	Second title
UNAME	Changed by
VORNA	First name
VORS2	Name prefix 2
VORSW	Name prefix

Buttons

Preview

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	Personnel Number: <Text View>															
2	Name															
3	Form of Address:												Name Format Ind.: 00			
4	Last name:												Name at Birth:			
5	First name:												Initials:			
6	Middle name:												Name prefix for birth name:			
7	Name prefix:												Second/Other Title:			

Attributes of Element: PERNR

Element

Field Name:	PERNR	Display Type:	Text View
Text:		Tooltip:	
Style:		Label Text:	Personnel Number
Label Visibility:	Is Visible	Label Style:	

Results

The personnel number (PERNR) is visible on the Web Dynpro.

3.2 Configuring the Challenge (0004) Infotype for Read Access Logging

The [Challenge](#) (0004) infotype is used to fulfill legal obligations regarding severely challenged people.

Prerequisites

Before starting the configuration for the [Challenge](#) (0004) infotype, make sure that the values for [Logging Purpose](#) are set to [SAP_DEFAULT](#) and [Log Domain](#) to [HEALTH](#).

Procedure

1. Go to transaction SRALMANAGER to access the [Read Access Logging](#) Web Dynpro Application. Select [Recordings](#) on the [Administration](#) tab.

For more information, see the [Creating Recordings](#) documentation.
2. To create your recording, choose [Create](#), then select [Web Dynpro](#) as the [Channel](#). Enter a name and a description.

To create a recording for infotypes data maintained in transaction PA20 or PA30, select [Dynpro](#) as [Channel](#).
3. Sign in to Employee Central and go to the [Payroll Information Page](#). For more information about navigating to mashups, see [Setting up Payroll Configuration](#)
4. Open the mashup display for the infotype to be recorded. Specify your personnel number and enter **0004** as infotype. On the mashup screen, select the fields to be monitored, for example, the [Challenge group](#), [Degree of challenge](#), [Credit Factor](#), and [Type of Challenge](#) fields. Use CTRL and right-click each field to display the dropdown list. Select ► [Read Access Logging](#) ► [Record Field](#) ►.
5. Once you've recorded all relevant infotype fields, go back to the [Web Dynpro Application SRALMANAGER](#) and select [Stop Recording](#).
6. On the [Administration](#) tab, choose [Configuration](#). To create your configuration, select [Create](#). The [Create configuration](#) dialog box displays. [Search](#) for your recording, select the results and choose [Create](#).
7. In the [Configuration](#) dialog box, create a [Log Group](#). For [Purpose](#), select [SAP Basic Logging](#) and enter a [Description](#) for your log group and choose [Create](#).
8. Drag and drop all recorded fields to the field area. Assign the Log Domain [SAP/HEALTH](#).
 - Select [Check](#) from the menu bar to verify that your configuration is consistent.
 - You can save your configuration using the [Save as Active](#) or [Save as Inactive](#) buttons from the menu bar.

Results

The data of infotype 0004, for example, *Challenge group*, *Degree of challenge*, *Credit factor*, and *Type of Challenge*, is included in Employee Central Payroll.

4 Provisioning for Employee Central Payroll

Provisioning is an internal tool that Professional Services consultants and partners use to set up SAP SuccessFactors modules for a customer.

Context

→ Remember

As a customer, you don't have access to Provisioning. To complete tasks in Provisioning, contact your implementation partner or Account Executive. For any non-implementation tasks, contact Product Support.

What is Provisioning?

Provisioning is the backend of the SAP SuccessFactors system.

Provisioning:

- Enables SAP SuccessFactors modules
- Provides certain settings, for example setting up web services for data replication
- Enables features, for example, Payroll Control Center
- Sets up data models for Employee Central

Related Information

[Activating Employee Central Payroll Integration \[page 22\]](#)

[Setting up the Corporate Data Model \[page 24\]](#)

[Setting up the Succession Data Model for Master Data Replication \[page 23\]](#)

[Setting up the Country-Specific Succession Data Model \[page 25\]](#)

[Setting Up the Web Service from Provisioning \[page 26\]](#)

[Enable Push Replication from Provisioning \[page 27\]](#)

4.1 Activating Employee Central Payroll Integration

Use Provisioning to enable settings that activate payroll integration.

Context

Employee Central Payroll is based on HR Renewal 2.0 EHP8. The systems are initially provided to you with the latest HRSP level. In order to use the full range of features as described in this guide, you need to install the latest Synchronization Support Package EA-HR SPC5. In addition, we recommend that you update regularly your system to ensure legal compliance.

Procedure

1. In *Provisioning*, under *Edit Company Settings*, choose *Company Settings*. Search for *Employee Central Payroll*, and check the *Enable Employee Central Payroll* box.

→ Remember

As a customer, you don't have access to Provisioning. To complete tasks in Provisioning, contact your implementation partner or Account Executive. For any non-implementation tasks, contact Product Support.

2. Check the following boxes if you want to use the following features:

- *Enable Payroll Control Center*

i Note

For an existing customer, if *Payroll Process* or *Payroll Error* are enabled and used in the previous release, this option is automatically selected in Provisioning.

- *Enable Cost Distribution*

3. Save your changes.

4.2 Setting Up the Succession Data Model for Master Data Replication

In Provisioning, you must prepare the Succession Data Model for master data replication.

Prerequisites

You have access to Provisioning.

→ Remember

As a customer, you don't have access to Provisioning. To complete tasks in Provisioning, contact your implementation partner or Account Executive. For any non-implementation tasks, contact Product Support.

Procedure

1. Under *Succession Management*, choose *Import/Export Data Model*.

⚠ Caution

The choices under *Succession Management* have similar names. Ensure that your selection is correct.

2. Activate the following fields:

In this HRIS Element...	Set the attribute visibility of this field to both	Is it required?
personInfo	Place-Of-Birth	Yes
	Birth-Name	Yes
personallInfo	nationality	Yes
employmentInfo	firstDateWorked	Yes (For US only)
<div>i Note firstDateWorked is only needed for legal reporting for the US. It isn't relevant for master data replication or payroll processing.</div>		
jobInfo	workingDaysPerWeek	Yes
	employment-Type	Yes

3. Create the following labels for the *Payroll* profile menu:

In this Tab Element...	Create this Name label...
payrollIntegration	Payroll Information

Next Steps

Read the [Master Data Replication Information](#) section to set up the Corporate Data Model with picklists. A picklist is a configurable set of options from which a user can make a selection, typically in a dropdown menu or smart search list. You can define the picklists used in your system to limit the values a user can enter, preventing them from entering an invalid value. If the picklists match the code lists in the Implementing Employee Central Payroll guide, you can also avoid additional mapping efforts.

4.3 Setting Up the Corporate Data Model

In Provisioning, you must prepare the Corporate Data Model for master data replication.

Prerequisites

You have access to Provisioning.

→ Remember

As a customer, you don't have access to Provisioning. To complete tasks in Provisioning, contact your implementation partner or Account Executive. For any non-implementation tasks, contact Product Support.

Procedure

- Under [Succession Management](#), choose [Import/Export Corporate Data Model XML](#).

⚠ Caution

The choices under [Succession Management](#) have similar names. Ensure that your selection is correct.

- Determine the length restrictions of the foundation object ID as shown in the following table:

Foundation Object	Max. Length of ID	Recommendation
Company (Legal Entity)	20	≤ 4
Location	20	Mapping always required

Foundation Object	Max. Length of ID	Recommendation
Cost Center	20	≤ 10
Job Classification	10	≤ 2
Pay Group	4	≤ 2
Pay Component	10	≤ 4
Frequency	32	

Next Steps

Read [Master Data Replication Information](#) in the Employee Central Payroll *using Point-to-Point Integration* guide to set up the Corporate Data Model with picklists. A picklist is a configurable set of options from which a user can make a selection, typically in a dropdown menu or smart search list. You can define the picklists used in your system to limit the values a user can enter, preventing them from entering an invalid value. If the picklists match the code lists in the Implementing Employee Central Payroll guide, you can also avoid additional mapping efforts.

4.4 Setting Up the Country/Region-Specific Succession Data Model

Enhance the Country/Region-Specific Succession Data Model to correspond to fields that are needed for Employee Central Payroll.

Procedure

1. Under [Succession Management](#), choose [Import/Export Country/Region Specific XML for Succession Data Model](#).

⚠ Caution

The choices under [Succession Management](#) have similar names. Ensure that your selection is correct.

2. Activate the following fields:

In this HRIS Element...	Activate this field...
jobInfo	country-of-company (and set visibility to view)
	payScaleType
	payScaleArea

In this HRIS Element...	Activate this field...
	payScaleLevel
	payScaleGroup

4.5 Setting Up the Web Service

Enable the Application Programming Interface, which uses the Employee Central Compound Employee API to replicate the employee master data from Employee Central to the backend system.

Context

The Compound Employee API uses the SF API operations logon and log out. Hence, enabling the API and providing API logon permissions follows the standard process for SF APIs.

→ Remember

As a customer, you don't have access to Provisioning. To complete tasks in Provisioning, contact your implementation partner or Account Executive. For any non-implementation tasks, contact Product Support.

Procedure

In Provisioning, under [Edit Company Settings](#) go to [Company Settings](#). In the [Web Services](#) section, mark the following checkboxes:

- [SF API](#)
- [Employee Central SOAP API](#)

4.6 Enable Push Replication from Provisioning

Replication is triggered in time intervals you've scheduled. For certain Employee Central *Job Information* events, it's useful for replication to happen immediately and you make the setting in Provisioning to allow for it.

Context

Immediate replication for certain Employee Central *Job Information* events like Hire, Rehire, and Termination is desirable. To allow replication to happen immediately, independent of the scheduled time intervals, you make the following change in Provisioning. Push replication is made available to Employee Central administrators.

→ Remember

As a customer, you don't have access to Provisioning. To complete tasks in Provisioning, contact your implementation partner or Account Executive. For any non-implementation tasks, contact Product Support.

Procedure

1. In Provisioning, go to *Company Settings*.
2. Select the *Enable Intelligent Services* checkbox.
3. Choose *Save*.

Related Information

[Enabling Push Replication \(from Admin Center\) \[page 152\]](#)

5 Preparing for Employee Central Integration with Employee Central Payroll

Prerequisites are described for preparing the integration for Employee Central with Employee Central Payroll.

Prerequisites

Many of the procedures in the following sections require Provisioning.

→ Remember

As a customer, you don't have access to Provisioning. To complete tasks in Provisioning, contact your implementation partner or Account Executive. For any non-implementation tasks, contact Product Support.

Make sure that the configuration of the following prerequisites is completed in the Employee Central system:

- API User Permissions: [Granting Permissions for Restricted Access to CompoundEmployee API](#).
- Permissions for Employee Central OData APIs: [Permission Settings](#)

Context

The following prerequisite steps must be completed to prepare Employee Central for integration before proceeding to the next procedures.

Procedure

1. Complete the setup of Employee Central.

For more information, refer to the [Implementing Employee Central Core](#) guide.

2. Verify that your system is on the highest Support Package for Employee Central Payroll to use the new features in Employee Central.

For Employee Central Payroll customers, master data replication is allowed for earlier releases. For UI Federation, the same system requirements are valid as for Employee Central Payroll integration.

Integration	System Requirements
Employee Central - Employee Central Payroll	Employee Central Payroll is based on HR Renewal 2.0 EHP8. The systems are initially provided to you with the latest HRSP level. In order to use the full range of features as described in this guide, you need to install the latest Synchronization Support Package EA-HR SPC5. In addition, we recommend that you update regularly your system to ensure legal compliance.

⚠ Caution

Use transaction `SFW5` and go to report `HCM_SFEC_MDEC2HR`, verify that the Business Function is turned **ON**.

3. Verify the installation of the SAP GUI. If not installed, go to [SAP for Me](#) (user and password required for sign-on).

i Note

Only HR administrators are required to sign on to Employee Central Payroll and therefore must have access to the SAP GUI.

4. Ensure that the required non-HR-related SAP Notes are installed.

The up-to-date versions of each SAP Note are found at the [SAP Support Portal](#).

SAP Note Number	Title	Description
2007916	Sample Report for https File Transfer from application server to Remote server	Optional. Provides a sample report with a sample coding on how you can retrieve files from an ABAP application server. It sends them to a remote server such as the Employee Central SFTP server.

5.1 Permissions for Employee Central Payroll

You can use role-based permissions (RBP) to control access to who sees what in regards to employee information.

Role-based permissions allow you to grant different levels of read or write access depending on the role of the employee. For example, an employee is only allowed to read their own pay statement information, but an HR Admin is allowed to edit it.

The portlets seen by users in the employee profile are directly related to permissions and roles granted to those users.


The permission categories are divided in [User Permissions](#) and [Admin Permissions](#), which are further subdivided, for example, Payroll and Payroll Integration Permissions. Once selected, the list of permissions associated with this category are displayed on the right side and in some areas, further divided into groups.

For more information about role-based permissions – what they are, how they work, how you set them up – please see [Implementing Role-Based Permissions](#) in the SAP Help Portal.

5.1.1 Employee Central Payroll Permissions for Administrators









Enable administrators to view, edit, and configure.

Procedure

1. Go to [Admin Center](#) > [Tools](#) > [Manage Permission Roles](#) .
2. Choose [Take action](#) and then [Edit](#) for the [Admin](#) role.

The [Permission Role Detail](#) view displays.

3. Choose the [Permission...](#) button.
4. Adapt the admin role as follows:

To grant permissions for...	Enable this permission...
<div>Payroll Administration</div> <div>The Payroll Administration permission grants the admin access to payroll UI mashups, custom links, and admin services for maintaining employee data required by payroll.</div> <div>Payroll Administration permission should be granted to role with Exclude granted users from having the permission access to themselves option selected.</div>	<div> Payroll Permissions > Payroll Administration </div>
<div>Payroll Information</div>	<div> Employee Views > Payroll Information </div>
<div>Payroll Information block for People Profile</div>	<div><div><div>i Note</div><div>If People Profile has been enabled for your system, please select the Payroll Information checkbox. Further, make sure to select the checkbox for the section under which you want the Payroll Information block to be displayed. For example, in the standard delivery, the Payroll Information block is displayed under the Compensation Information section. Therefore, please select the Compensation Information checkbox.</div></div><div> Employee Views > Payroll Information  and for example Compensation Information</div></div>
<div>Payment Information</div>	<div> Employee Data > Payment Information > Edit </div>

To grant permissions for...	Enable this permission...
Payroll-related Job Information fields	<p>► Employee Central Effective Dated Entities ► Job Information ►.</p> <p>Check all boxes for the fields that the admin is allowed to see or to edit.</p>
Payroll-related Compensation Information fields	<p>► Employee Central Effective Dated Entities ► Compensation Information ►</p> <p>Check all boxes for the fields that the admin is allowed to see or to edit.</p>

- Choose [Done](#) when you finish making your selection.
- Go back to the [Permission Role Detail](#) view and then scroll down to the [Grant this role to...](#) section. Choose the [Add](#) button to select the user to be granted this permission.

The [Grant this role to...](#) view displays.

- First, define whom you want to grant this role permission to.
- Then, specify the target population accordingly.
- Choose [Done](#) to assign this role to the corresponding users in the system.
- Choose [Save Changes](#) to complete creating the role.

i Note

Here is a list of opt-in functions and processes you may choose to implement which require additional permissions.

Opt-in functions and processes	For more information, see...
Configuration Check Tool for Payroll Information	Using the Configuration Check Tool for Payroll Information
Payroll Run Results	Setting Up Payroll Run Results in Employee Central
Configuring the Consumption for Wage Type Accumulation	Configuring the Consumption for Wage Type Accumulation
Mobile Pay Statement	Set Up Employee Central Payroll Role-Based Permissions for Employees [page 32]
Complete Payroll Tasks	Complete Payroll Tasks

5.1.2 Set Up Employee Central Payroll Role-Based Permissions for Employees

Allow employees to view pay information and permit self-service.

Procedure

1. Go to ► [Admin Center](#) ► [Tools](#) ► [Manage Permission Roles](#) ►.
The [Permission Role List](#) view displays.
2. Select the [Permission Role](#) and choose ► [Take action](#) ► [Edit](#) ►.
The [Permission Role Detail](#) view displays.
3. Choose the [Permission...](#) button.
4. Adapt the employee role as follows:

To grant permission for...	Enable this permission...
<p>Payroll Self-Service</p> <p>The Payroll Self-Service permission enables the employee for employee self-services, such as access to the pay statement.</p> <p>The Payroll Self-Service permission should be granted to a role with Target population of selected as Granted User (Self).</p>	► Payroll Permissions ► Payroll Self Service ►
Payroll Information page	► Employee Views ► Payroll Information ►
Payroll Information block in People Profile	<div><p>i Note</p><p>If People Profile has been enabled for your system, please select the Payroll Information checkbox. Further, make sure to select the checkbox for the section under which you want the Payroll Information block to be displayed. For example, in the standard delivery, the Payroll Information block is displayed under the Compensation Information section. Therefore, please select the Compensation Information checkbox.</p></div> <p>► Employee Views ► Payroll Information ► and for example Compensation Information</p>
Status	► Employee Data ► Status ►

5. Additional opt-in functions and processes

i Note

You can choose to implement the following opt-in function by adding additional, required permissions.

Opt-in functions and processes	Enable this permission...
Mobile Pay Statement	In Manage Permission Roles under General User Permissions , select Mobile Access .

The system returns payroll data based on the target population settings of these permissions. For more information about how you specify the target population see the [Assigning Target Populations to a Role](#) documentation.

5.2 Using the Check Tool to Solve Issues


Get an overview of potential problems and errors in your configuration that you can try to solve yourself before you contact Product Support about an issue.

Prerequisites

- You've enabled the Metadata Framework.
- You have the following [Administrator Permissions](#) > [Check Tool](#) permissions:
 - [Access Check Tool](#) authorizes users to access the tool.
 - [Allow Configuration Export](#) authorizes users to attach configuration information to a ticket.
 - [Allow Check Tool Quick Fix](#) authorizes users to run quick fixes for the checks that have this feature. A quick fix can be used to immediately correct any issues found by that check.

For more information about role-based permissions, refer to [List of Role-Based Permissions](#).

→ Tip

Refer to [Guided Answers for the Check Tool](#)  for a guided navigation through the available check tool checks and more information on each check.

Context

The check tool provides an overview of the issues found in the system. New checks that are being added in a new release go through a first initial run to return a result. After the initial run, checks are run on a regular basis (at least monthly). We recommend you open the check tool after the upgrade to a new release to see if issues have been found by new checks.

In addition to these runs performed by the system, you can also run individual checks after you made changes to the system, for example, after updating data models or picklists. For more information, refer to the application-specific documentation.

Procedure

1. Go to ► [Admin Center](#) ► [Check Tool](#) ►.

The [Check Tool](#) page opens displaying the results of the first tab **System Health**.

2. Depending on the check type of the check you're interested in, select the corresponding tab.

Tab	Description
System Health	<p>Displays configuration checks that have returned errors or warnings after the last run. We recommend you solve these in a timely manner.</p> <p>To display all checks, select all result types in the Result Type search filter and select Go.</p>
Migration	<p>Displays the migrations that are still pending, either because the check tool couldn't automatically migrate all issues or because new issues have been found after the last run. We recommend you solve these in a timely manner.</p> <p>To display all checks, turn on the Show completed migrations also search filter and select Go.</p>
Validation	<p>Displays a list of all validation checks.</p> <div><p>i Note</p><p>Validation checks require one or more parameters for execution, therefore we can't run these checks automatically. You need to enter input parameters and run the corresponding check manually to get results.</p></div>

3. To solve a check that returned issues, click on it.

The detail view opens to the right side of the screen with more information on the check and on how to solve the issue.

4. Evaluate the results and resolve the issues. If the check provides a quick fix that you can use to immediately correct issues found during a check run, select the [Quick Fix](#) button.
5. If you encounter an error you can't resolve, contact Product Support by creating a ticket.

Next Steps

To verify that you've solved the underlying issue, select the checkbox for the corresponding checks and choose [Run Checks](#). You can also wait until the next automatic run to see if the issue has been solved.

i Note

If the check you selected requires one or more prechecks (checks that need to be run successfully first), the prechecks are run first even if you haven't selected them.

Related Information

[Running Checks \[page 35\]](#)

[Using the Quick Fix Feature \[page 39\]](#)

5.2.1 Benefits of the Check Tool

The SAP SuccessFactors check tool helps you identify and resolve issues when your system doesn't work as you expect.

If your SAP SuccessFactors applications are behaving in unexpected ways, it is likely that it has a configuration or data conflict: you have some data that is inconsistent or a configuration error. The check tool quickly identifies these types of problems so that you can avoid support tickets. You might still need to create a support ticket if the problem is severe, but even in severe cases, the check tool can save you time because it can export the results of the check and your configuration for Product Support. The support engineer, therefore, can identify the issue more quickly.

When you open the check tool, you see:

- A list of issues in your configuration or data and the severity of each issue.
- A solution or recommendation to address the issue.

5.2.2 Running Checks

Trigger the execution of individual checks to find potential issues in the system, or to check if an issue has been solved in the meantime.

Prerequisites

- You've enabled the Metadata Framework.
- You have the following [Administrator Permissions](#) > [Check Tool](#) permissions:
 - [Access Check Tool](#)
 - [Allow Configuration Export](#)
 - [Allow Check Tool Quick Fix](#)

Context

In addition to the job runs performed automatically by the system, you can also run individual checks. For example:

- You want to check if the issue has been solved.

- You want to run a check as a prerequisite or post-step of a task. For example, you made changes to the system (such as updating data models or picklists), and you want to verify your changes didn't cause any new issues. For more information, refer to the application-specific documentation.
- Validation checks need to be run manually as they require input parameters.

Procedure

1. Go to [Admin Center](#) > [Check Tool](#).

The [Check Tool](#) page opens displaying the results of the first tab [System Health](#).

2. Depending on the check type of the check you want to perform, select the corresponding tab.

A list of checks is displayed in the results table according to the predefined selection criteria.

3. **Optional:** If the check you're searching for is not listed in the results table, adjust the selection criteria and choose [Go](#).

You get a list of checks that fulfill the selection criteria you've entered.

4. Select the corresponding checks, and choose [Run Checks](#) from the top right of the results table.

i Note

Please note that for checks on the [Validation](#) tab, you can only select one row at a time. Execution of multiple checks at once is not possible.

Also, for validation checks you need to enter the required input parameters when running a check.

i Note

If the check you selected requires one or more prechecks (checks that need to be run successfully first), the prechecks are run first even if you haven't selected them.

The [Results](#) column displays any issues found.

Next Steps

Investigate and solve the underlying issue.

5.2.3 Check Types

Overview of the different check types and their purpose.

The check type groups those checks that have a common purpose. On the [Check Tool](#) page, each tab represents a check type.

Check Type	Description	Automatic Job Runs
System Health	<p>Checks that run without parameters and check configuration and data issues that need to be fixed.</p> <p>The predefined selection criteria displays only those that have returned errors or warnings after the last run. We recommend you solve these in a timely manner.</p> <p>To display all checks, select all result types in the Result Type search filter and select Go.</p>	<ul style="list-style-type: none"> • Automatic initial run at the beginning of a new release • Periodic runs (usually monthly)
Migration	<p>Checks that perform an automatic migration of features.</p> <p>When you open the page, only pending migrations are displayed. To display also the completed migrations, turn on the Show completed migrations also search filter and select Go.</p>	<ul style="list-style-type: none"> • Automatic initial run at the beginning of a new release • Periodic runs (usually monthly)
Validation	<p>Checks which need one or more parameters for execution, for example:</p> <ul style="list-style-type: none"> • A specific template • A specific user • A specific time frame <p>Validation checks can be triggered by single selection and choosing the Run button. A popup appears with input fields for the parameters. Execution of multiple checks at once is not possible.</p>	Only triggered through user

5.2.4 Check Results

After you run checks in the check tool, it returns the results of the check so that you can resolve issues that it found.

The results of a check are displayed in the [Result](#) column. If you run the checks multiple times to see how you're resolving issues, you can select a previous result from the [History](#) dropdown list.

i Note

To display the [History](#) dropdown list, click on a check. On the details screen that opens on the right side of the page, expand the header. The [History](#) dropdown list is directly below the check title.

Possible Results of Check Tool

Result	Action
No issues found	If the tool can't find issues, you see a green check mark in the Result column.
Issues found	<p>If the tool finds issues, it reports the number of issues and a yellow warning icon or a red alarm icon.</p> <ul style="list-style-type: none">• The yellow icon indicates a low severity issue. The system proposes a solution.• The red icon indicates a high severity issue. You must take action, which could include creating a support ticket.
Pending migrations	If the tool finds pending migrations that need to be completed by the user, you can see a yellow warning icon or a red alarm icon in the Status column on the Migration tab.
Completed	If the tool finds no issues with migration, or the migration has already been completed, you see a green check mark in the Status column on the Migration tab.

Note

- Select the [Export Results](#) button to download the check results. Ensure you run the check before exporting the check results. If not you can view only the first 100 check results.
- The downloaded check result table can display a maximum number of 10,000 rows.

Related Information

[Creating Product Support Tickets from the Check Tool \[page 38\]](#)

5.2.5 Creating Product Support Tickets from the Check Tool

When the check tool reports a serious issue that you can't solve, you might need to contact Product Support. You can create a support ticket from within the check tool.

Prerequisites

You've run the check tool. You can find the check tool by going to ► [Admin Center](#) ► [Check Tool](#) ►. You create the ticket from the details page of the tool.

Procedure

1. Click on the check you can't solve.

The detail view opens to the right side of the screen with more information on the check and on how to solve the issue.

2. On the [Result](#) tab, scroll down to the results table to look for the errors you want to report on.

You usually contact Product Support for high severity issues not low severity issues.

3. On the [Check Information](#) tab, under [Need Assistance?](#), copy the component ID.

For example, LOD-SF-EC is the component ID for Employee Central.

4. Create a customer case in the relevant category.
5. When you create the ticket, paste the component ID into the ticket.

5.2.6 Using the Quick Fix Feature

The check tool includes a quick fix feature that you can use to immediately correct issues found during a check run.

Prerequisites

The checks which you want to solve with a quick fix have run and provide a check result with error or warning.

Procedure

1. Go to [Admin Center](#) > [Check Tool](#).

The **Check Tool** page opens.

2. Click on the corresponding check you want to fix.

The details screen opens on the right side of the page with more information about the check. If the check includes a quick fix, the [Quick Fix](#) button is displayed on the [Result](#) tab, under [Proposed Solution](#).

3. Choose [Quick Fix](#) to start fixing the issue.

A third screen opens to the right side, with step 1, called [Select Correction](#), that shows one or more corrections for the issue.

4. Select the correction you want to carry out and choose [Step 2](#) to proceed to [Final Approval](#).

In the [Final Approval](#) step, you can opt to change your mind and not carry out the fix.

5. If you want to proceed, choose [Step 3](#).

The system confirms that the fix is now running.

6. Choose [Close](#) to complete the procedure.

The system verifies that the fix has run correctly after a short time by running the check again.

5.3 Exports

5.3.1 Exporting Configuration Information

Export the configuration information from your system and attach it to the Support ticket created from the check tool. This information can help Support identify the issue of a check you can't solve yourself.

Prerequisites

You have the ► [Administrator Permissions](#) ► [Check Tool](#) ► [Allow Configuration Export](#) ► permission.

Context

i Note

Not all applications have this feature enabled.

Procedure

1. Go to ► [Admin Center](#) ► [Check Tool](#) ►.

The [Check Tool](#) page opens.

2. In the top-right corner, select [Use legacy Check Tool UI](#).

The legacy check tool UI opens with a list of all applications for which you can use the check tool.

3. Select the corresponding application.

If the application has the export configuration feature enabled, you can see an information message at the bottom of the page with a link.

4. Choose the [Export Configuration](#) link in the information message.

Results

The system downloads a file with the configuration information for the application you've selected.

Next Steps

Attach the downloaded file to the Support ticket you created from the check tool.

5.3.2 Exporting Check Results

After you run checks in the check tool, you can export the results.

Context

- Ensure you run the check before exporting the check results. If you don't do this you can view only the first 100 check results.
- The downloaded check result table can display a maximum number of 10,000 rows.

Procedure

On the [Result](#) tab, select the [Export Results](#) button to download the check results.

5.3.3 Exporting a List of All Checks

Get an overview of all checks available in the system by exporting a CSV file.

Procedure

1. Go to [Admin Center](#) > [Check Tool](#).

The [Check Tool](#) page opens.

2. In the top-right corner, select [Export all checks](#).

A CSV file with all checks available in the system is downloaded, including check descriptions and application area.

i Note

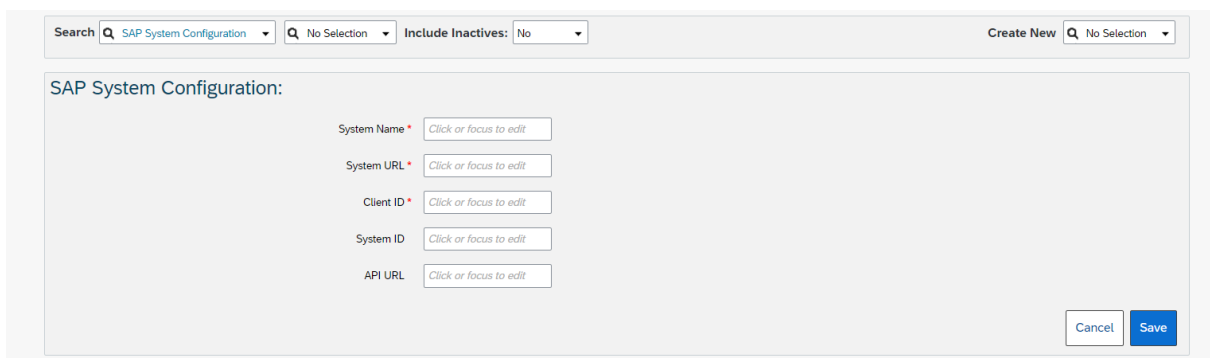
The list includes also checks that you can't access from the user interface if you don't have the corresponding applications set up, or if you lack the required permissions.

5.4 Configuring SAP Payroll Systems

Configure the Employee Central Payroll systems so that the business users can access different applications.

Procedure

1. Go to [Admin Center](#). In the [Tools](#) search field, enter [SAP System Configuration](#).
2. In the [Create New](#) dropdown menu, select [SAP System Configuration](#), and then enter the relevant information.



Search Include Inactives:

SAP System Configuration:

System Name *

System URL *

Client ID *

System ID

API URL

- [System Name](#)
Enter a unique name to identify the system.
- [System URL](#)
Enter the URL of the payroll system.

❖ Example

`https://myXXXXXX.payroll.*`, wherein XXXXXX represents a numeric string and * a specific domain.

This URL is unique for each tenant.

- [Client](#)
Enter the client ID of the payroll system.
- Optional: [System ID](#)
Enter the system ID of the payroll system.
- Optional: [API URL](#)
Enter the URL of the API.

❖ Example

`https://myXXXXXX-sso.payroll.*`, wherein XXXXXX represents a numeric string and * a specific domain.

3. Click [Save](#).
4. Repeat steps 2-3 to add more payroll systems.
5. Click [Save](#).

5.5 Payroll System Information

Find out how to use the [Payroll System Information](#) view. The [Payroll System Information](#) view shows the system's current support package and an admin can review the available and upcoming support packages.

Prerequisites

- Admin has the access to [Payroll System Information Dashboard](#). To get access, go to ► [Admin Center](#) ► [Manage Permission Roles](#) ► [Permission...](#) ► [Payroll Permissions](#) ► check [Payroll System Information Dashboard](#)
- Admin is replicated to Employee Central Payroll and has a corresponding user in the system.
- Admin has integrated Employee Central and Employee Central Payroll using OAuth 2.0. This integration is needed for providing Employee Central Payroll system information to Employee Central. For more information, see [Integrating Employee Central and Employee Central Payroll Using OAuth 2.0](#).

Context

Using this view, an admin can view description or countries/regions affected by the support package, availability dates, action to be taken, and the status of the support packages. Also, when there's an upgrade available, admin can initiate request to upgrade in SAP for Me from here.

Support packages are color coded as follows:

- Green for support package is applied
- Blue for planned
- Red for overdue
- Orange for available

When a support package is in orange, there's a [Create Ticket](#) button under action column. Choose this button to initiate request to upgrade from SAP for Me.

→ Tip

- Using the search on top of the page, you can search for keywords in the description.
- Using the sort button, you can sort based on support packages.
- Using the filter button, you can filter as per the status of the support packages.
- In the description column, click on more to view the full description.

5.6 Using Payroll Unified Configuration

Using [Payroll Unified Configuration](#), you can configure Payroll Links for [Payroll Information](#) Page and Payroll tasks for [Complete Payroll Tasks](#) Page.

Prerequisites

Visibility setting of the field `mdfSystemLastModifiedDate` should be set to [Read Only](#) in [Payroll System Configuration](#) under ► [Configure Object Definition](#) ► [Object Definition](#) ►.

Procedure

1. Go to [Admin Center](#), in [Tools](#), search and select [Payroll Unified Configuration](#).
2. To add a country/region with predelivered [System Configuration](#), [Portlets](#), and [Payroll Tasks](#) choose [Add Country/Region](#) and select a country/region from the pop-up.

To edit existing [System Configuration](#), [Portlets](#), or [Payroll Tasks](#), select a country/region from the list that appears on the left pane.

For the next steps, please refer to the links given below.

[Role Based Permission for Payroll Unified Configuration \[page 44\]](#)

By assigning the right role-based permissions (RBP), you can allow admins to use the Payroll Unified Configuration.

[Setting Up System Configuration \[page 45\]](#)

For each country/region added to [Payroll Unified Configuration](#), enter the relevant Employee Central Payroll system configuration details.

[Setting Up Portlets \[page 46\]](#)

Add, edit, or delete portlets or payroll links that appear on the [Payroll Information](#) page.

[Setting Up Payroll Tasks \[page 50\]](#)

Add and configure payroll related tasks under the [Payroll Tasks](#) tab. Based on the configuration, payroll administrators receive tasks in [Complete Payroll Tasks](#) page.

5.6.1 Role Based Permission for Payroll Unified Configuration

By assigning the right role-based permissions (RBP), you can allow admins to use the Payroll Unified Configuration.

Make sure you have the following permissions:

- [Edit](#) or [View](#) permissions for [Payroll Data Maintenance Task Configuration](#) and [Payroll System Configuration](#) under ► [User Permissions](#) ► [Payroll Integration Permissions](#) ►.

i Note

Make sure that the permission for *Payroll Data Maintenance Task Configuration* and *Payroll System Configuration* are identical. Both should be set to either *View* or *Edit*.

- [Administrator Permissions](#) > [Manage System Properties](#) > [Manage Employee Files](#) .
- [Administrator Permissions](#) > [Metadata Framework](#) > [Access to non-secured objects](#) .
- At least *View* permission for *Event Reason* under [Administrator Permissions](#) > [Manage Foundation Object Types](#) .
- If the *Time-Off* feature is enabled, then you must include the following permission: [User Permissions](#) > [Time Management Object Permissions](#) > [Time Type](#) .

You can browse through the role-based permission list to learn more about available permissions. You can change the filter to adjust your view: [List of Role-Based Permissions](#).

Parent topic: [Using Payroll Unified Configuration \[page 44\]](#)

Related Information

[Setting Up System Configuration \[page 45\]](#)

[Setting Up Portlets \[page 46\]](#)

[Setting Up Payroll Tasks \[page 50\]](#)

5.6.2 Setting Up System Configuration

For each country/region added to *Payroll Unified Configuration*, enter the relevant Employee Central Payroll system configuration details.

Prerequisites

You've configured SAP System Configuration. Refer to [Configuring SAP Payroll Systems \[page 42\]](#).

Procedure

1. Go to the *System Configuration* tab.
2. In the *SAP System Configuration* field, select the relevant Employee Central Payroll system name.
3. The *Payroll System URL* field is populated with the URL of the payroll system associated with the selected *SAP System Configuration*. If *SAP System Configuration* is not selected, you can enter the *Payroll System URL*.

4. The *Payroll System Client ID* field is populated with the client ID of the payroll system associated with the selected *SAP System Configuration*. If *SAP System Configuration* is not selected, you can enter the *Payroll System Client ID*.
5. Select *Status* as *Active* or *Inactive* to indicate whether the payroll configuration of the country/region is active or inactive.
6. Set the *Enable Enhanced Validation for Production* to *Yes* to activate a country/region/region-independent enhanced validation for at least one country/region. For example, an enhanced validation could be one that prevents the import of event reasons that are already active in Employee Central.
7. If the selected *Country/Region* is *United States*, enter *Enable access to BSI TaxProfileFactory* and *Third Party Identity Provider URL for BSI TaxProfileFactory*.

For more information, refer to the [Integrating SAP SuccessFactors Employee Central Payroll with BSI SaaS Solutions](#) guide.

8. Choose *Save*.

Task overview: [Using Payroll Unified Configuration \[page 44\]](#)

Related Information

[Role Based Permission for Payroll Unified Configuration \[page 44\]](#)

[Setting Up Portlets \[page 46\]](#)

[Setting Up Payroll Tasks \[page 50\]](#)

5.6.3 Setting Up Portlets

Add, edit, or delete portlets or payroll links that appear on the *Payroll Information* page.

Procedure

1. Go to the *Portlets* tab.
2. To add a portlet, choose *Add Portlet*. A new portlet section appears at the bottom of the page. Enter the portlet label.
3. Choose *Add Link* to configure the links for the new portlet.
A dialog box appears where you can configure the properties of the link.
4. In the dialog box, enter the link name.
5. Choose *Link Type* as one of the following:
 - *Infotype*: If you select *Link Type* as *Infotype*, *Infotype* field appears. In the *Infotype* field, enter the infotype number. Make sure that the related infotype web service is activated.

i Note

You can also enter the number of a custom infotype. These numbers start with 9. If you're using the *Personnel & Organization* component in your Employee Central Payroll system, you can define configurations for the HRPAO_PAOM_MASTERDATA Web Dynpro application to add custom content to the landing page provided for HR professionals. For more information, go to SAP Help Portal at https://help.sap.com/viewer/p/SAP_ERP and in the *Application Help* section choose *SAP Library*. From here, navigate to ► *SAP ERP Central Component* ► *Human Resources* ► *Personnel Management* ► *Personnel & Organization* ► *Master Data Application* ► *Configuration* ►.

- **URL:** If you select *Link Type* as *URL*, *URL* field appears. In the *URL* field, enter the URL of the relevant web service, starting with **http(s) : / /**
- **Service:** If you select *Link Type* as *Service*, *Service* field appears. In the *Service* field, select one of the following available services:
 - **Direct Pay Statement**
For enabling the *Pay Statement (direct)* (similar to Fiori-like pay statements but without the need of payroll results replication), you have to disable Pay Statement and Legacy Pay Statement services. In this case, your pay statements configuration, for example, replicated payroll results won't be deleted. You can switch any of the options back during your transition or testing phase. If you don't see the service value *Direct Pay Statement*, please add a new value with external code 11 for the payrollService picklist in *Picklist Center*. For more information, see *Pay Statement [page 868]*.
 - **Pay Statement**
You can enable *Pay Statement* service, which is used to display Fiori-like pay statements with or without key figures, based on replicated payroll results. We recommend that you enable *Legacy Pay Statement* to view the pay slips for those periods for which pay results have not been replicated.

i Note

The Pay Statement (Fiori-like) integration will be deprecated in future. Please consider using Pay Statement (direct) instead. For the current status of the deprecation, refer to [Deprecation of Pay Statement \(Fiori-like\) Integration](#).

- Legacy Pay Statement
- Payment Summary (Australia only)
- Superannuation (Australia only)
- Federal Withholding Taxes - Employee Self-Service (US only)
- BSI TaxProfileFactory - Admin (US only)
- BSI TaxProfileFactory - Employee (US only)
- Reporting of Online W-2 - Employee Self-Service (US only)
- Election for Online W-2 - Employee Self-Service (US only)
- Form 16 (India only)

i Note

If you do not see any of the services listed above in the *Service* field, you can add the service in the payrollService picklist. For more information on creating and configuring this picklist, see SAP note [2606503](#) ➡.

6. Select the *Required for Payroll* check box, if you want to set the links of type *Infotype* as mandatory on the Payroll Information page. The mandatory links will appear with the "*" on the Payroll Information page. A

warning icon is displayed when [Required for Payroll](#) field is checked and there's no data maintained for that infotype.

7. Select the [Open Link in New Tab](#) checkbox, if you want to open the link of type [URL](#) on the Payroll Information page in a new tab.
8. Choose [Permission Category](#) as one of the following:
 - [Admin Service](#): Select [Admin Service](#) if the link should be accessible to a user with the payroll admin role.
 - [Self Service](#): Choose [Self Service](#) if the link should be accessible to the employees in the employee self service.

You must maintain the following default settings for the [Admin Service](#) and [Self Service](#) fields:

Type	Admin Service	Self-Service
URL	Yes	No, if Admin Service is Yes
	No	Yes, if Admin Service is No.
Infotype Number	Yes	No
Direct Pay Statement	Yes	Yes
Pay Statement	Yes	Yes
Legacy Pay Statement	Yes	Yes
Payment Summary Form	Yes	Yes
Superannuation –ESS	No	Yes
BSI TaxProfileFactory – Admin	Yes	No
BSI TaxProfileFactory – Employee	No	Yes
Federal Withholding Taxes - Employee Self-Service	No	Yes
Form-16	No	Yes
Reporting of Online W-2 - Employee Self-Service	No	Yes
Election for Online W-2 - Employee Self-Service	No	Yes

Note

We strongly recommend that you don't enable Payroll Information access via Profile in SAP SuccessFactors Mobile app. It leads to the Payroll Information section, as it's configured in People Profile in Employee Central, and may contain links to nonresponsive services and forms, as they're designed for desktop usage only. For more information about the supported features in Mobile, see the [Mobile Feature Matrix](#) guide.

i Note

Only ESS scenarios with static URL that have SSO authentication are supported.

9. Choose [Translations](#) to translate the link name into supported languages.
10. Save your changes before you proceed to set up [Payroll Tasks](#).

Task overview: [Using Payroll Unified Configuration \[page 44\]](#)

Related Information

[Role Based Permission for Payroll Unified Configuration \[page 44\]](#)

[Setting Up System Configuration \[page 45\]](#)

[Setting Up Payroll Tasks \[page 50\]](#)

5.6.3.1 Using My Forms (Fiori 2.0)

With the My Forms (Fiori 2.0) app, employees can display different HR-related form types relevant for you and your country/region of employment. They can access a specific form in PDF format and also download and print a selected PDF form.

Prerequisites

- You have single sign-on enabled.
- You updated your system with the required landscape details. For more information, refer to [SAP Fiori 2.0 for SAP HCM](#)

Procedure

1. In the [Payroll Information Page](#), create a new link under an existing portlet or add a new portlet.
2. Enter following information:

Field Label	User Entry
Link Name	Enter any name you prefer
Link Type	URL

Field Label	User Entry
URL	<your system connection>&sap-ushell-config=header-less#Employee-displayForms
Permission Category	Self Service
Translations	Enter any translation you prefer

i Note

Some country/region-specific forms are only displayed, if you have executed reports for those countries.

3. Save your entries.

Results

The MyForms link is now available in the Payroll Information block on an employee.

5.6.4 Setting Up Payroll Tasks

Add and configure payroll related tasks under the *Payroll Tasks* tab. Based on the configuration, payroll administrators receive tasks in *Complete Payroll Tasks* page.

Procedure

1. Go to the *Payroll Tasks* tab.
2. Choose *Add Task*. A new task section appears at the bottom of the page.
3. In the dropdown, choose the task that you want to configure. The tasks are of type standard events, event reasons, and time type as Absence.
4. Save your changes.

Task overview: [Using Payroll Unified Configuration \[page 44\]](#)

Related Information

[Role Based Permission for Payroll Unified Configuration \[page 44\]](#)

[Setting Up System Configuration \[page 45\]](#)

[Setting Up Portlets \[page 46\]](#)

5.7 Complete Payroll Tasks

Learn more about Complete Payroll Tasks.

The End-to-End payroll process is a simple, integrated, and transparent process to help a payroll admin efficiently navigate in Employee Central. After hiring a new employee, for example, certain infotypes for an employee must be maintained before payroll can run successfully. Each country/region has different sets of infotypes that you must maintain for the payroll run. For more information, see the [Country/Region Specifics for Employee Central Payroll](#) guide.

i Note

Here we use abbreviated form Payroll Tasks, instead of the longer term Payroll Data Maintenance Tasks.

You configure using the [Payroll Data Maintenance Task Configuration](#) object from the [Admin Center](#) view in Employee Central, along with [Payroll Unified Configuration](#).

i Note

[Payroll Data Maintenance Task Configuration](#) has been discontinued. We strongly recommend that you configure the payroll data maintenance task types and country/region-specific infotypes using [Payroll Unified Configuration](#).

Prerequisites

In Employee Central Provisioning under [Company Settings](#), make sure that the following checkboxes are selected:

- [Enable Employee Central Payroll](#)
- [Enable home page v3](#)

→ Remember

As a customer, you don't have access to Provisioning. To complete tasks in Provisioning, contact your implementation partner or Account Executive. For any non-implementation tasks, contact Product Support.

5.7.1 Settings in Employee Central

Make some important initial settings in Employee Central before using Complete Payroll tasks.

Prerequisites

Before using Complete Payroll Tasks, check the following requirements:

1. All required permissions are granted.
2. The following fields are enabled in Employee Central. For more details, refer to KBA [2935809](#).
3. Make sure that you've configured payroll data maintenance tasks in the [Payroll Unified Configuration](#) tool. For more information, refer to [Setting Up Payroll Tasks](#).

Related Information

[Setting Up Payroll Tasks \[page 50\]](#)

5.7.1.1 Permissions for Complete Payroll Tasks

List of permissions that an admin requires to use [Complete Payroll Tasks](#) feature.

Make sure you have the following permissions:

- [View](#) and [Edit](#) permission for the [Payroll Data Maintenance Task](#) under [User Permissions](#) > [Payroll Integration Permission](#).
- [Employee Export](#) permission under [Administrator Permissions](#) > [Manage User](#).
- [Payroll Administrator](#) permission under [User Permissions](#) > [Payroll Permissions](#).
- [Foundation Object Types Event Reason](#) and [Location](#) should have at least [View](#) permission under [Administrator Permissions](#) > [Manage Foundation Objects Types](#).
- Set [Visibility](#) to [View Current](#) for [Cost Center](#), [Department](#), and [Pay Group](#) under [Administrator Permissions](#) > [MDF Foundation Objects Types](#).
- If the [Time-Off](#) feature is enabled, then you must include the following permission: [User Permissions](#) > [Time Management Object Permissions](#) > [Time Type](#).

You can browse through the role-based permission list to learn more about available permissions. You can change the filter to adjust your view: [List of Role-Based Permissions](#).

5.7.1.2 Restricting Access to the Complete Payroll Task

Restricting access to the [Complete Payroll Tasks](#) so that an administrator can see restricted payroll tasks of employees based on [Legal Entity](#).

Procedure

1. Go to [Admin Center](#) > [Manage Permission Roles](#). Choose a permission role.
2. In the [Permission Role Detail](#), under permission settings:

- a. Go to ► [Administrator Permissions](#) ► [Metadata Framework](#) ► and uncheck administrator access to [MDF OData API](#) permission. This enables users to filter permissions.
- b. Go to [User Permissions](#) and choose [Payroll Integration Permission](#). Select the [View](#) checkbox for visibility of the [Payroll Data Maintenance Task](#) object.
- c. Select [Finish](#). The page is redirected to [Permission Role Detail](#).
3. In [Permission Role Detail](#), go to [Grant this role to](#), select [Add](#).
4. In [Specify the target population for the other objects](#), you see the secured object [Payroll Data Maintenance Task](#).
5. Select [Restrict target population to](#) and specify the [Legal Entity](#), such as Mexico, Spain, and so on. Select [Done](#) to save the settings.

Results

An administrator sees only payroll task entries for employees for the specified legal entity.

5.7.1.3 Extending Restriction to Access Complete Payroll Task

Restrict access to specific payroll data maintenance task records in the complete payroll task, by defining role-based permissions based on people pool category such as department, cost center, pay group, payscale type, location etc.

Procedure

1. Create a permission group to define the group of admins who should have restricted access to the complete payroll task page.
 - a. Go to the [Admin Center](#) and choose the [Manage Permission Groups](#) tool.
 - b. Choose [Create New](#) and enter a group name.
 - c. Under [Choose Group Members](#), define which group of people should get access to the [Complete Payroll Task](#) Page. Click [Done](#)
2. Create another permission group to define the target population, the administrator should have access to.
 - a. Choose [Create New](#) and enter a group name.
 - b. Under [Choose Group Members](#), respective permission category for the people pool, click on [Add](#), select applicable value and then click [Done](#). For example, if the selected category is [Compensation Information-Pay Group](#) for the people pool and add the value, such as HR MX Monthly etc.
3. Set up role-based permissions for the group of admins and define the target population for them.
 - a. Go back to the [Admin Center](#), choose the [Manage Permission Roles](#) tool, and select the permission role you want to configure for restricted use of the [Complete Payroll Task](#).
 - a. Grant the role to the group of administrator who should get restricted access. To do this:
 1. Go to [Manage Permission Role](#), select a role. Go to [Grant this role to](#) and choose [Add](#).

2. In section [Define whom you want to grant this role permission to](#), select the permission group which have group of administrators, to define which group of people should get access to the [Complete Payroll Task](#) page.
3. In section [Specify the target population whom the above granted users have permission to access](#), select the permission group which have the target people pool, to define the target population.
4. We recommended to follow the steps in [Restricting Access to the Complete Payroll Task \[page 52\]](#) section.

i Note

Please choose the legal entity country to be the same as the country of People Pool's category for which restriction is applied. For example, if restriction is applied on a Pay group like HR MX Monthly(for Mexico), then legal entity for Mexico should be included.

Results

In [Complete Payroll Tasks](#), administrators will see payroll tasks for those employees who belongs to target people pool. For example, in the scenario explained above using Pay group, admin will only see payroll task records of employees who have pay group maintained as HR MX Monthly and have legal entity as Mexico.

5.7.1.4 Replication of Payroll Data Maintenance Task Configuration

Here are the steps to enable the replication of [Payroll Data Maintenance Task Configurations](#) and changes to such configurations from Employee Central to Employee Central Payroll.

5.7.1.4.1 Enabling Automatic Replication of Payroll Data Maintenance Task Configuration

Saves you the work of manual replication. Changes to payroll data maintenance task configuration are replicated automatically from Employee Central to Employee Central Payroll.

Prerequisites

In [Provisioning](#), under [Company Settings](#), mark the [Enable Intelligent Services Center \(ISC\)](#) checkbox and choose [Save](#).

→ Remember

As a customer, you don't have access to Provisioning. To complete tasks in Provisioning, contact your implementation partner or Account Executive. For any non-implementation tasks, contact Product Support.

Procedure

1. Go to ► [Admin Center](#) ► [Tools](#) ► [Event Subscription Management](#) ►.
2. Select the type of event, for example, [Recruitment](#) for Hire.
3. Select the [Add](#) button.
4. Enter the relevant data for the [Event Listener](#).
5. Save your settings.

Results

You can use the ► [Admin Center](#) ► [Execution Manager Dashboard](#) ► to check the results and track errors.

5.7.1.4.1.1 Finding the Access URL for Automatic Replication

This section shows you how to find the URL you need to enable automatic replication for [Payroll Data Maintenance Task Configuration](#) from Employee Central to Employee Central Payroll.

Procedure

1. In the Employee Central Payroll system, go to transaction [SOAMANAGER](#).
2. Under [Service Administration](#) choose [Simplified Web Service Configuration](#).

i Note

The [Simplified Web Service Configuration](#) tool described here is available from SAP NetWeaver 7.0 enhancement package 2 (SAP_BASIS 702). If you're using a lower SAP NetWeaver release, you must use the [Web Service Configuration](#) tool instead. For more information, refer to [Configuring a Service Provider](#) in the SAP NetWeaver documentation for release 7.0. For a detailed how-to description of [Web Service Configuration](#) and [Simplified Web Service Configuration](#) refer to the SAP Community Network, at [ABAP Connectivity - Web Services ABAP](#) ► [How to configure a Service Provider](#) and [How to configure a Service Provider \(Simplified\)](#). To find the SOA Manager documentation for your SAP NetWeaver release, go to <http://help.sap.com> and search for *working with soamanager*. Then filter the search result for your SAP NetWeaver release and support package.

3. In the [Search Pattern](#) field enter ***payrolldata*** and choose [Go](#).
4. Select the relevant [Service Definition](#) called [PAYROLLDATAMAINTEANANCETASKCONF](#).
5. Select the [User/Password](#) checkbox and choose [Save](#).
6. Choose [Show Details](#).
7. From the [Configuration Details](#) section, copy the [Access URL](#).

The URLs are only accessible internally. To access the URLs externally, copy the first part of the URL from the [SOA Management](#) browser window, for example <http://xxx.sap.corp:44322/>. Then replace the first part

of the WSDL and endpoint URLs displayed in the [Details of Provider Configuration](#) screen with the external part you copied from the [SOA Management](#) browser window.

i Note

To ensure a secure and successful connection, please check that your URL begins with `https` instead of `http`.

5.7.1.4.1.2 Triggering Manual Replication of Payroll Data Maintenance Task Configuration

See how to trigger a manual replication of payroll data maintenance task configuration.

Context

If for testing or troubleshooting reasons you would rather trigger replication manually or you don't want to use automatic replication for [Payroll Data Maintenance Configuration](#) at all, you've to manually execute report `RP_HRSFEC_PTP_TASK_CFG_REPL` in Employee Central Payroll to replicate the [Payroll Data Maintenance Task Configuration](#) or any changes to the existing configuration from Employee Central to Employee Central Payroll. Find more information about the report in the system documentation in Employee Central Payroll.

Procedure

- Choose [Replicate Payroll Data Maintenance Task Configuration](#) under Customizing for [Integration Settings for SuccessFactors Employee Central Payroll](#) > [Payroll Data Maintenance Task](#) > [Replicate Payroll Data Maintenance Task Configuration](#) to execute the report.

→ Remember

Don't forget to run the report every time changes are made in the Employee Central system before starting to replicate the next employee master data. Otherwise, the new payroll data maintenance task configuration isn't reflected in the Employee Central Payroll system. Therefore, it's impossible to create payroll data maintenance tasks.

5.7.2 Settings in Employee Central Payroll

Payroll Task Objects are created in Employee Central Payroll once the employee master data replication from Employee Central is confirmed with success in Employee Central Payroll. Payroll tasks can be then sent to Employee Central.

5.7.2.1 Enabling the Creation of Payroll Data Maintenance Tasks

Activate the creation of Payroll Data Maintenance Tasks in Employee Central Payroll.

Context

To create tasks for payroll data maintenance in Employee Central Payroll, enable the feature with the following steps. This activity takes place in SAP GUI.

i Note

For your initial load of tasks for payroll data maintenance, you can deactivate the feature.

Procedure

1. Sign in to Employee Central Payroll go to transaction SM30.
2. Select the T77S0 table and choose *Maintain*.
3. Choose *New Entries*.
4. Enter the following data:

In this field...	Enter this information...
Group	SFEC
Semantic abbreviation (sem. abbr.)	ECTSK
Value abbreviation (Value abbr.)	X

5.7.2.2 Triggering Payroll Data Maintenance Task Types

Understand what payroll data maintenance task types are and how to trigger them depending on your replication scenario.

Prerequisites

Make sure that you've replicated the payroll data maintenance task configuration defined in the *Payroll Unified Configuration* tool to Employee Central Payroll before starting creating payroll data maintenance task during the employee Master Data Replication.

→ Remember

If you change your *Payroll Data Maintenance Task Configuration*, don't forget to replicate it.

i Note

To use this feature, upgrade your Employee Central Payroll system to the SAP EA-HR SP 60 support package.

Procedure

1. Triggering payroll data maintenance task types using standard payroll data maintenance task types:

Payroll Data Maintenance Task Type	Description	BAdI	Employee Central Payroll Support Package
<i>New Hire</i>	A payroll data maintenance task with task type <i>New Hire</i> is created if a new employee, say, a new personnel number (<i>PERNR</i>), exists in Employee Central Payroll.	No BAdI available	HRSP 47
<i>Hire Date Change</i>	A payroll data maintenance task with task type <i>Hire Data Change</i> is created if the start date of the <i>Hire</i> action is moved in Employee Central Payroll.	No BAdI available	HRSP 60
<i>Termination</i>	A payroll data maintenance task type <i>Termination</i> is created if the employment status of an employee (field <i>STAT2</i> field of infotype <i>Actions</i> is changed from <i>Active</i> to <i>Withdrawn</i> in Employee Central Payroll.	No BAdI available	HRSP 47
<i>Rehire</i>	A payroll data maintenance task type <i>Rehire</i> is created if the employment status of an employee (field <i>STAT2</i> field of infotype <i>Actions</i>) is changed from <i>Withdrawn</i> to <i>Active</i> in Employee Central Payroll.	No BAdI available	HRSP 60

Payroll Data Maintenance Task Type	Description	BAdI	Employee Central Payroll Support Package
Change Address	A payroll data maintenance task with task type Address Change is created if the permanent address of an employee (subtype 1 of the Address infotype) is changed in Employee Central Payroll.	You can use BAdI HRSFEC_B_CE_MNT_ADDR_CHANGE to override the standard behavior.	HRSP 47
Marital Status Change	A payroll data maintenance task with task type Marital Status Change is created if the marital status of an employee (FAMST field of the Personal Data infotype) is changed in Employee Central Payroll.	You can use BAdI HRSFEC_B_CE_MNT_MARIT_CHANGE to override the standard behavior.	HRSP 60
Dependents Change	A payroll data maintenance task with task type Dependents Change is created if the Dependents (0021) infotype or the country/region-specific secondary infotypes are changed in Employee Central Payroll.	You can use BAdI HRSFEC_B_CE_MNT_DEPEN_CHANGE to override the standard behavior.	HRSP 60

i Note

An additional task is always generated during the hiring process when you configure specific infotypes for an event that aren't configured for the [New Hire](#) event.

2. Triggering payroll data maintenance task types using event reasons of [Job Information](#) as payroll data maintenance task type:

You trigger a payroll data maintenance task with the EVENT_REASON_NAME payroll data maintenance task type by pressing the [Take Action](#) button.

For more information about the Employee Central event reasons, refer to [Creating Event Reasons for Employee Central](#).

i Note

Mapping of event reasons (EVENT_REASON_NAME) in the Customizing for [Integration Settings for SuccessFactors Employee Central Payroll](#) [Assignment of Code Values](#) [For Point-to-Point Replication](#) [Maintain Code Value Mapping](#) (Table T77SFEC_CVMAPC) isn't required to trigger the replication of payroll data maintenance task types.

Related Information

[BAdIs for Payroll Tasks \[page 132\]](#)

5.7.3 Using Complete Payroll Tasks

You've done all settings in Employee Central and Employee Central Payroll. The result is that you can access the [Complete Payroll Tasks](#). Note that only users with [Payroll Admin](#) rights can view this tile.

As Payroll Admin, you can perform the following task:

- Choose the [Complete Payroll Tasks](#) tile under the [Quick Actions](#) section when entering payroll-related information during your selected business process.
- The [Complete Payroll Tasks page](#) is displayed. You can find the entire list of employees with the corresponding infotypes (mashups). All mashups are preconfigured using the [Payroll Data Maintenance Task Configuration](#) and the [Payroll Unified Configuration](#).

i Note

You can search using the First Name, Last Name, and User ID of the employee. For auto-search, a minimum of four characters is required.

- Choose the specific employee and enter the infotype details on the [Complete Payroll Tasks](#) page. This page comprises the list of employees and their relevant infotypes required to complete the process depending on the selected payroll task type and the configuration.
- Choose [In Process](#) if your work is in progress. The status of the payroll task is set to In Process.
- Choose [Done](#) to complete the activity. The status of the payroll task is set to [Closed](#).

5.7.3.1 Features in Complete Payroll Tasks

Describes the features of the [Complete Payroll Tasks](#) page.

The standard system is set up so that all payroll task objects with an [Open](#) or [In Process](#) status are displayed on the page. If there's no [Open](#) payroll tasks, the [Complete Payroll Tasks](#) page isn't displayed at all.

However, you can access the page whenever you want. To do so, go to the [Admin Center](#) [Payroll](#) [Complete Payroll Tasks](#). The Payroll Recruitment page opens. If the status is closed for all employees, you can use the [Filter](#) button to display the complete list of employees, and filter the list of employees based on the status [Open](#) or [Closed](#). Also, you can filter the list of employees based on [Event Type](#), [Time Type](#), [Location](#), [Department](#), [Cost Center](#), [Effective Date](#), and [Pay Group](#).

You can sort the list of employees based on [Effective Date](#), [Employment Name](#), and [Event Type](#) in ascending or descending order using the sorting arrow.

When you click through each employee, you can view [Manager](#), [Initiated By Event](#), [Task Description](#), [Status](#), and [Effective From](#).

i Note

When the value of *Initiated By* is null, this field is hidden. It appears only when there's an initiator to the payroll task.

Click on [See Task Details](#) to view follow-up contacts and payroll information. Click on the quickcard near the employee's name to view job code and location. In the quickcard, click [Take Action](#) and choose any action under [Take Action](#) to modify information or click on any link under [Go to](#) navigate to view information on that page.

i Note

If an employee master data change leads to a payroll task that already exists with a previous employee master data change on the same record, then it depends on the status of the payroll task what happens:

If the status of the payroll task is CLOSED, the same payroll task will be used and set to OPEN.

5.7.4 Troubleshooting Complete Payroll Tasks

Here's how to troubleshoot the replication of Payroll Data Maintenance Tasks from Employee Central to Employee Central Payroll.

I can't see the Complete Payroll Task tile

Check your permissions in or/and check if there are payroll tasks with Status Open.

The Replication of my employee is Successful but there's no new payroll task

Check your settings in [Employee Central](#) and [Employee Central Payroll](#). In addition, use the monitoring tools to detect errors and solve them.

I have configured a payroll task. However, I don't get any payroll task for this payroll task type?

Proceed as follows:

- Once you have made settings for the employee payroll task configuration in Employee Central, make sure that your configuration is replicated to Employee Central Payroll with success.
- Use the monitoring tools to detect and solve any errors.

5.8 Setting up Pay Data in Payroll Block for Employee Self Service (for People Profile Only)

Employees viewing their Employee File are able to see for example the following payroll-relevant data in the Payroll Information block if People Profile has been enabled: Gross Pay, Taxes, Deductions, Net Pay.

Context

In order for these pay data to be displayed in the Payroll block for employees in the People Profile, you must complete the following tasks:

Note

These steps are required for Pay Statement with Payroll Key Figures (Fiori-like) integration option, only.

Procedure

1. Prepare the payroll results to be consumed in Employee Central, if the employee wants to see the UI5-based master-detail page, with the pay dates on the left side of the page and the payslip on the right side of the page inside an iframe.

The screenshot displays the SAP Employee Self Service interface. On the left, a list of 'Pay Periods (114)' is shown with dates and amounts in USD. The main area displays a 'Pay Statement for 15 October 2018' which is an embedded SAP 'Statement of Earnings and Deductions' document.

Pay Periods (114)

Pay Period	Amount (USD)
15 October 2018	6466.43
30 September 2018	6172.5
15 September 2018	6172.5
31 August 2018	6733.64
15 August 2018	5611.36
31 July 2018	6172.5
15 July 2018	6172.5
30 June 2018	6172.5

Pay Statement for 15 October 2018

SAP Statement of Earnings and Deductions

Name: Mr. Markus Lena
Personnel No: 00021899
SSN: 201-40-6950

Payroll: HR-US; Semi-monthly
Pay period: 01.10.2018 to 15.10.2018
Payroll in: 201819
Pay Date: 15.10.2018

Check Amount	Gross	Tax Exempt Ded	Taxes	Non Tax Exempt Ded
479,912.40	6,466.43	0.00	2,025.33	0.00

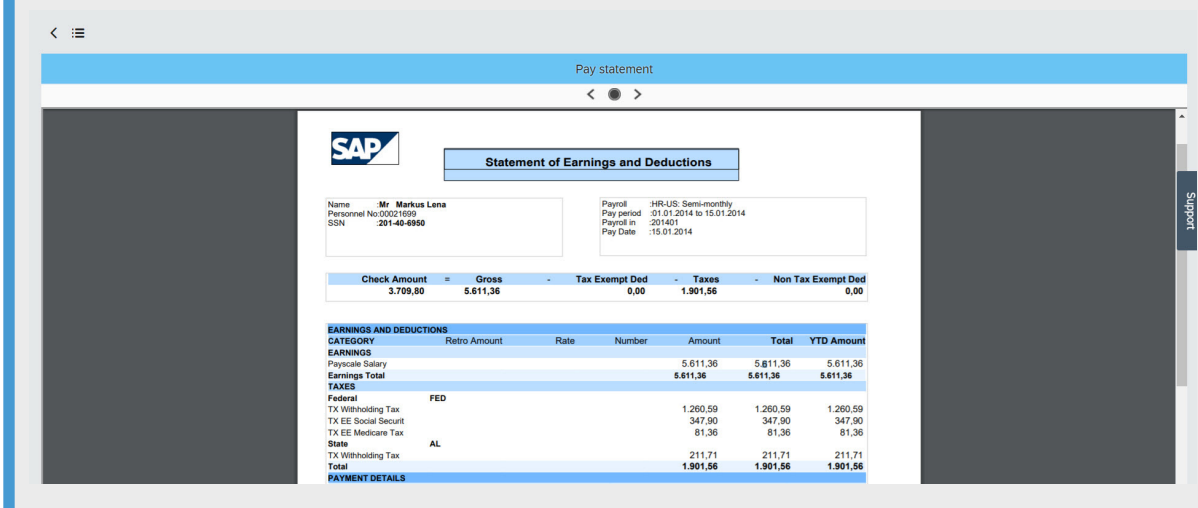
EARNINGS AND DEDUCTIONS

CATEGORY	Retro Amount	Rate	Number	Amount	Total	YTD Amount
EARNINGS						
PayScale Salary				6,466.43	6,466.43	118,159.29
Earnings Total				6,466.43	6,466.43	118,159.29
TAXES						
Federal						
TX Withholding Tax				1,277.01	1,277.01	23,141.61
TX EE Social Securit				400.92	400.92	7,325.88
TX EE Medicare Tax				93.76	93.76	1,713.31
State						
TX Withholding Tax				253.64	253.64	4,640.07
Total				2,025.33	2,025.33	36,820.87

PAYMENT DETAILS

i Note

If the payroll results are not available in Employee Central, then the old arrow-based navigation will be displayed:



The following prerequisites must be met for the Pay Statement to be displayed:

- The [Enable Payroll Integration](#) box is checked in the [Enable Payroll Integration](#) section under [Employee Central](#) in Provisioning.

→ Remember

As a customer, you don't have access to Provisioning. To complete tasks in Provisioning, contact your implementation partner or Account Executive. For any non-implementation tasks, contact Product Support.

For more information, see the [Provisioning Settings for Employee Central Payroll](#) guide.

- People Profile has been enabled in [Upgrade Center](#). For more information, see the [People Profile](#) guide.
 - Payroll results are present in Employee Central for the employee. For more information, see chapter [Payroll Results in Employee Central](#) [page 886].
2. Set up role-based permissions. For more information, see section [Set Up Employee Central Payroll Role-Based Permissions for Employees](#) [page 32].

5.9 Uploading the Picklists

External codes have to be entered for all picklists. These codes must all be unique for their contexts.

You must upload the relevant picklists for the following HRIS element fields:

- employmentType (must be created and then uploaded).
- employeeClass
- addressType
- STATE_XXX (where XXX represents the relevant ISO country/region code) in employee address

⚠ Caution

Picklist entries must be in CAPITAL LETTERS and/or Numbers (0, 1, 2, 3....9).

→ Recommendation

Use the values that are already being used in Employee Central Payroll. Doing this saves you from having to do manual mapping as described in section [Employee Master Data Replication Information \[page 159\]](#).

i Note

For certain countries such as Spain, there are additional country/region-specific picklists required for address maintenance.

PersonallInfo

There are numerous country/region-specific picklists that relate to the PersonallInfo block in Employee Central. Ensure that the external codes of the picklist entries correspond to the relevant table in Employee Central Payroll for each country or region. You can find details of the various personal information picklists for each country or region in the [Employee Central Country-Specific Implementation](#) guide.

For more information, refer to the [Employee Central Country/Region Specifics](#) guide.

For more information about how to upload picklists, refer to the section [Set Permissions for API User](#).

For more information, refer to the [Implementing Employee Central Core](#) guide.

5.10 Payroll Calendar

5.10.1 Exporting Payroll Calendar Date Information

Export the payroll calendar dates from Employee Central Payroll.

Context

Employee Central is the system of record. You export the payroll calendar from Employee Central Payroll to import into Employee Central.

Procedure

1. Go to [Export dates for EC Pay Calendar](#) in the Employee Central Payroll system by using transaction HRSFEC_PAY_CALENDAR.

To access this report on the SAP Easy Access screen, choose ► [Human Resources](#) ► [Employee Central Payroll](#) ► [Master Data Replication](#) ►.

2. Enter the following information:

Field	Value
Country/Region Grouping	<country key>
Employee Central Pay Group	<The assigned group sharing the same payroll>
From Payroll Year	<year>
To Payroll Year	<year>

The pay calendar dates are exported to a csv file. Save the file and note the file location.

5.10.2 Importing Payroll Calendar Date Information

Import the payroll calendar dates from Employee Central Payroll into Employee Central.

Procedure

1. Go to the ► [Admin Center](#) ► [Import and Export Data](#) ►.
2. Choose [Pay Calendar](#).
3. Choose [Incremental Load](#).
4. Click [Choose File](#) to browse for the csv file.
5. Choose [Import](#).

The file is imported into Employee Central. You can review and validate the pay calendar in [Admin Center](#) under [Manage Data](#).

5.10.3 Pay Calendar Date Validation

Examples are provided for creating configurable rules to be triggered for certain changes that validate the effective date (or any input date) of the change against the respective pay period start/end date or payment date.

Raise Error: Effective start date of change is not equal to pay period begin date

To have the validation performed for changes made to employee data to ensure that the effective date of the change is always the same as the Pay Calendar Begin Date for the respective employee.

- **Pay Group:** Select the employee pay group. The Payroll Calendar is specific to a Pay Group.
- **Effective Date:** Select the effective date. The pay period including this date is identified based on this date.
- **Date Type:** Enter [1](#) to base the validation on the Pay Calendar Begin date.

Termination Event: Set the pay period end date as the date for Benefits End Date

You want to set the [Benefits End Date](#) as the pay period end date of the termination date for a particular termination reason.

- **Pay Group:** Select the employee pay group. The Payroll Calendar is specific to a Pay Group.
- **Effective Date:** Select the Termination date. The particular payroll period will be identified based on this date.
- **Date Type:** Enter [2](#) to get the Pay Calendar End Date.

Error Message: Effective date of Compensation Information is before Earliest Change Date (for Payroll)

You want to make sure that the effective date of changes is not before the [Earliest Change Date \(for Payroll\)](#). Before setting up this rule, ensure that the [Earliest Change Date \(for Payroll\)](#) field is activated.

For example,

If

Context EffectiveDate is on or before Compensation Info Pay Group Value Earliest Change Date

Then

Raise Message "[test_1_error_in_PayCalendar](#) " with Error severity [test_1_error_in_payCalendar_validation](#)

5.11 Payroll Control Record

See how payroll administrators can replicate payroll-specific data changes depending on the status of the payroll control record in the point-to-point integration.

Context

In the Employee Central Payroll system, the payroll control record (transaction PA03) defines the current payroll period and the previous payroll periods for retroactive accounting. It locks employee master data against changes during a payroll run, which applies for the payroll past and present. Changes that affect the future are still possible.

The [Payroll Status](#) indicates the different stages of a payroll run.

As required by the standard, payroll administrators can replicate data from the Employee Central system when the payroll status is [Exit Payroll](#), but not when the status is [Released for Payroll](#) or [Released for Correction](#).

i Note

In the [Released for Correction](#) status, no error message is raised during the standard replication if:

- Changes are in the future.
- Infotypes aren't configured as being payroll relevant.

i Note

In the Employee Central Data Replication Monitor, you can automatically reschedule certain errors. For more information about errors sent by the replication target system, refer to [Reprocessing Employee Data Replication](#).

Replication of Payroll-Specific Data Changes During the Correction Phase

Although the payroll status is [Released for Correction](#), payroll administrators can decide to replicate changes.

❖ Example

Employees have a new address or changed their bank accounts. In Employee Central, the payroll administrators update this information and want to replicate it while the status of the payroll is [Released for Correction](#).

The options to replicate master data changes during the correction phase are the following:

- Using the Employee Central Data Replication Monitor: Payroll administrators decide to include the payroll-specific changes into the next replication process by going to the [Data Replication Monitor](#) and selecting [Send Data](#). By doing so, payroll-specific data changes are replicated in the given correction phase.
- Using the ONGO switch in the Employee Central Payroll system: Payroll administrators decide to set the replication process to be allowed anyway by activating the switch ONGO. For more information, refer to [Switches for Employee Central Payroll](#).

i Note

In Employee Central, you're notified of the earliest possible next date on which payroll-specific data changes can be replicated. For more information, refer to business rule *Get Next Possible Date for Changes*.

Related Information

[Using the Employee Central Data Replication Monitor When Replicating Employee Master Data \[page 958\]](#)

[Get Next Possible Date for Changes](#)

[Get Payroll Area Control Record](#)

[Switches for Employee Central Payroll \[page 81\]](#)

6 Single Employee Central to Multiple SAP Payroll Configuration Based on Legal Entity Split

This section is only relevant for the customers who want to connect a single Employee Central system to multiple SAP Payroll solutions with split by Legal Entity.

The Payroll System Configuration (PSC) MDF is enhanced with the [Legal Entity List](#) field. This enhancement enables you to connect a single Employee Central system to multiple SAP Payroll instances based on the Legal Entity. This is achieved by configuring multiple PSCs for a single country and connecting each PSC of the country to a different SAP Payroll instance based on the Legal Entity. Based on this configuration, the employee data belonging to different Legal Entities is replicated into the corresponding payroll systems.

If an employee belongs to a Legal Entity, which is not specified in any of the PSC configuration for that country, then the system uses the default PSC configuration for that country. The [Payroll Information](#) portlet in the [Employee Profile](#) page displays different set of mashups based on the PSC configuration and employee's legal entity.

The [Complete Payroll Tasks](#) page is enhanced to display the combined set of tasks for all legal entities within a country. In case of legal entities between two different countries, the tasks relevant for each country are displayed.

The [Payroll System Information](#) page displays the corresponding Support Package information for the connected systems by choosing the respective option in the [Payroll System URL and Client ID](#) dropdown list.

If you decide to connect one Employee Central system to multiple SAP Payroll solutions based on the Legal Entity split, then the [Payroll Unified Configuration](#) page is not supported, and an error is displayed to remove the duplicate configuration. In such cases, it is suggested to configure the PSC through ► [Manage Data](#) ► [Payroll System Configuration](#) ►.

You will not be able to use the [Payroll Unified Configuration](#) page until the duplicate PSCs are deleted from the MDF.

i Note

If the same legal entity is added in multiple PSCs, then the [Payroll Information](#) portlet in the Employee Profile page displays the following error message:

```
We can't process this request because of inconsistent payroll configuration for the country/region of employment. Multiple payroll configurations are present for the country/region. Please check with your Admin.
```

i Note

If the Employee Central system is connected with multiple SAP Payroll solutions using the PSC page, then the [Payroll Unified Configuration](#) page would not be accessible. In this case, an error message is displayed to remove the duplicate configuration. Please configure the PSC through [Manage Data](#) → [Payroll System Configuration](#). You will not be able to use the [Payroll Unified Configuration](#) page until duplicate PSCs are deleted from the MDF.

i Note

If an employee changes their Legal Entity, which results in the change of the corresponding Employee Central Payroll system, then the employee must be terminated from the previous Legal Entity and rehired into the new Legal Entity.

7 Maintain Users in Employee Central Payroll

Once users are created in the Employee Central Payroll system, user roles are required to ensure that users have only access and authorizations that fit their job.

i Note

The CUST_INIT user, provided to you, should only be used for initial customer user management. Design user roles in DEV only, and transport these to QA and PROD in a controlled manner. SAP_ALL should not exist in QA and PROD systems.

To help you with your implementation, use the following sequence:

[Defining User Roles in Employee Central Payroll \[page 71\]](#)

User roles and the assigned authorizations play a significant role since access to employee data must be strictly controlled.

[Using the User Creation Report \[page 77\]](#)

Automatically create users for employees in the Employee Central Payroll system so that employee self-services (ESS) scenarios work.

7.1 Defining User Roles in Employee Central Payroll

User roles and the assigned authorizations play a significant role since access to employee data must be strictly controlled.

User roles provide a business perspective by representing the tasks and activities that a user is authorized to perform in the system. Authorizations are parts of user roles and are stored as an authorization profile for the role. Role maintenance generates the functional part of the authorization profile automatically. You have to maintain manually the part of the profile that controls to which data a user has access.

Apply the following security recommendations when assigning authorizations to user roles.

1. Don't use ABAP authorization profile SAP_ALL.
2. Don't use ABAP authorization profile SAP_NEW and role SAP_NEW.
3. Avoid or limit as far as possible assignments to basis authorizations such as:
 1. Authorization to change or display all tables (S_TABU_DIS * or S_TABU_NAM *)
 2. Authorization to start all transactions, services, and applications (S_TCODE * and S_SERVICE * and S_START *)
 3. Authorization to start all reports (S_PROGRAM *)
 4. Authorization to debug/replace (S_DEVELOP for DEBUG with activity 01/02)
 5. Authorization to display other users' spool request (S_SPO_ACT)
 6. Authorization to administer RFC connections (S_RFC_ADM)
 7. Authorization to execute all Function Modules (S_DEVELOP for FUGR with activity 16) in the development workbench

8. Authorization to execute all Class Methods (S_DEVELOP for CLAS with activity 16) in the development workbench
9. Authorization to reset/change user passwords or to lock/unlock users (S_USER_GRP with activity 05)
10. Authorization to change the authorization groups of tables (S_TABU_DIS with activity 02 for table authorization group SS)
11. Authorization to administer queries (S_QUERY with activity 23)
12. Authorization to call all RFCs (S_RFC *)

For more information, refer to [Authorizations for Human Resources](#).

7.1.1 Creating the Technical User

To ensure that Employee Central can successfully communicate with Employee Central Payroll, create a technical user of type B (System User) with specific authorizations and restrictions.

Procedure

1. Go to transaction `PF03`.
2. Search for the template role `SAP_HR_PA_EC_EE_BNDL_REPL_V3`.
3. Create your own user by copying this template role.
4. Save your settings.

7.1.1.1 Enhancing the Technical User Template

Context

In Employee Central Payroll, if you add new [Events](#) to Employee Central or [Actions](#) to Employee Central Payroll, first copy the template role (`SAP_HR_PA_EC_EE_BNDL_REPL_V3`) to enhance it, that is, adding authorizations to your own events/actions.

Procedure

1. Go to transaction `PF03` and search for your role. Go to the [Authorizations](#) tab and click [Change Authorization Data](#).
2. Add the actions you have created to the list of subtypes.

→ Remember

Note that you must adjust data mapping. For more information on mapping events to actions, see the [Events](#) documentation.

7.1.2 User Management Responsibility

User management responsibility in the provided business clients is shared between SAP and the customer.

All SAP owned and managed users are assigned to the user groups [SAPTECH](#) or [SAPORT](#). Users with a different user group or that are not assigned to a user group are in customer responsibility and their settings will not be monitored by SAP.

The screenshot shows the 'Display Users' SAP interface. At the top, the title 'Display Users' is in a blue header. Below it is a search bar with a magnifying glass icon. The main area displays user details for 'SAP_SPC'. A red box highlights the 'User' field. Below the user name, there are fields for 'Changed By' (SAP*), 'Date' (08.05.2014), 'Time' (12:22:01), and 'Status'. Below these are tabs for 'Address', 'Logon Data', 'SNC', 'Defaults', 'Parameters', 'Roles', and 'Pr'. The 'Logon Data' tab is selected. It contains fields for 'Alias', 'User Type' (Service), 'Security Policy', 'Password', 'Password Status', and 'Productive Password'. A red arrow points to the 'User Group for Authorization Check' field, which is set to 'SAPTECH'.

SAP should only create users that are assigned to either the [SAPTECH](#) or [SAPORT](#) user group except for the initial customer user.

⚠ Caution

All users that are assigned to the user groups [SAPTECH](#) or [SAPORT](#) without the consent of SAP are automatically deleted.

7.1.3 Initial Customer User and Suggested First Steps

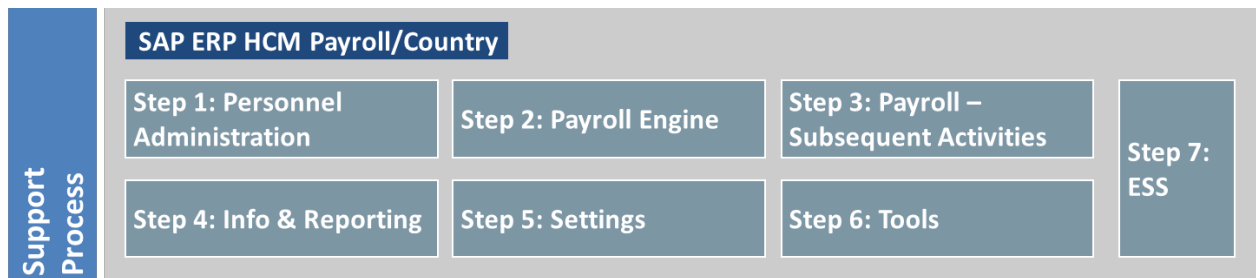
In the Employee Central Payroll system, you start with the customer user CUST_INIT that is already provided by SAP Cloud Operations. We assume that customer or project-specific roles are defined in the development system by the implementation project team. Please be aware of the fact that customer-specific roles need to be created in the customer namespace, which means they have to be assigned prefix Z_CUST. Those roles then are transported to the test system to enable testing. Once it's confirmed that the roles are fine, you can transport to production.

→ Recommendation

Use the CUST_INIT user only to set up compliant customer user management from the beginning, following best practices, and global standards.

Application Roles

SAP provides specific cloud roles for Employee Central Payroll and standard cloud roles that you can use to create users. The following graphic and table show you in which steps of the support process which role is needed.



The following application roles are available with your Employee Central Payroll system. Copy the required roles from your customizing client to your application client.

Employee Central Payroll Role	HR Standard Cloud Role such as	Description	Process Step
SAP_CLOUD_HCM_PA-HR-MANAGER		Monitoring master data administration	1, 4
SAP_CLOUD_HCM_PA-US-MANAGER		Additional Transactions for US Manager in Employee Central Payroll	1,4
SAP_CLOUD_HCM_PA_HR-ADMINISTRA* x		Processing personnel master data, executing personnel actions, evaluating personnel master data This role is to be assigned to HR administrators viewing pay statements on behalf of the employee. Remember that after copying this role you must assign Personnel Area, Employee Group, and Employee Subgroup to it according to your company's organizational setup.	1,4

Employee Central Payroll Role	HR Standard Cloud Role such as	Description	Process Step
	SAP_HR_PA_SPECIALIST	Administrating and performing system tasks, logging and monitoring changes to MD	1, 4, 5, 6
	SAP_HR_PY_PAYROLL-SPEC	International expert in the content and technical side of payroll	2, 3, 4, 5, 6
	SAP_HR_PY_xx_PAYROLL-SPEC	National expert in the content and technical side of payroll	2, 3, 4, 5, 6
	SAP_HR_PY_xx_PAYROLL-ADM	National Payroll Processing	2,6
	SAP_HR_PY_xx_PAYROLL-MANAGER	National Payroll Manager	2, 3, 4
	SAP_HR_PY_xx_PS_PAYROLL-ADM	National Payroll Processing for Public Services	2, 6
SAP_CLOUD_EM-PLOYEE_ESS_PAYSLIP*		<p>SAP_ESS User Payslip</p> <p>The ESS role is assigned automatically to each employee. See the <i>Maintaining Roles to be Assigned to Users</i> section.</p> <p>For integration option Pay Statement (direct), in addition to this role, the SAP_CLOUD_ESS_OAUTH role is required.</p>	7
SAP_CLOUD_MANAGER_ESS_PAYSLIP*		<p>SAP_ESS Manager Payslip</p> <p>The ESS role is assigned to managers or HR administrators that must have access to pay statements of employees in their personnel area.</p> <p>For integration option Pay Statement (direct), in addition to this role, the SAP_CLOUD_ADMIN_OAUTH role is required.</p>	7
SAP_CLOUD_ESS_PAYMNT_SUM_AU*		SAP_ESS User for Payment Summary (Australia)	7

Employee Central Payroll Role	HR Standard Cloud Role such as	Description	Process Step
SAP_CLOUD_ADMIN_OAUTH		This role is required for administrators to access Payroll System Information and Infotype Existence, as well as Pay Statement (direct) on behalf of an employee. For Pay Statement (direct), this role needs to be assigned to administrators in addition to SAP_CLOUD_MANAGER_ESS_PAYSLIP.	5, 6
SAP_CLOUD_ESS_OAUTH		This role is required for employees to access Pay Statement (direct). This role needs to be assigned to employees In addition to the role SAP_CLOUD_EMPLOYEE_ESS_PAYSLIP. Also, this role is required for the employee user that administrators are trying to view the pay statement for.	5, 6

x: Country/Region-Specific delivery if necessary (CA, JP, NO, PT, SE, US)

xx: Enter relevant country/region ISO code.

* ESS Roles in general

Add the authorization object S_BDS_DS to an authorization role with basic authorizations.

- Fill the following attributes with the following values:
- ACTVT: Activity: 03
- CLASSNAME: Business Document Service: Class name: DEVC_STXD_BITMAP
- CLASSTYPE (name of the application class type): OT
Assign this role to the employee.

MANAGER_ESS Role Authorization

Remember to restrict the role's authorization to [Personnel Area](#), [Employee Group](#), and [Employee Subgroup](#) to give the manager the authorization to view pay statements of the employees of their Personnel Area only. The manager receives authorization errors when trying to access pay statement of employees from other personnel areas.

1. Go to the [Authorizations](#) tab and choose [Display Authorization Data](#).
2. On the Display Role: Authorizations view, expand [HR: Master Data](#) and then set authorization for [Personnel Area](#), [Employee Group](#), and [Employee Subgroup](#).

7.2 Using the User Creation Report

Automatically create users for employees in the Employee Central Payroll system so that employee self-services (ESS) scenarios work.

Prerequisites: User Group / Role

You've created a user group (for example, ESSUSER).

A role is set up containing all authorization objects that are necessary for the offered employee self-services (ESS).

❖ Example

A composite role for the delivered pay statement ESS contains the customer copies and adjustments of:

- SAP_CLOUD_EMPLOYEE_ESS_PAYSLIP*

* Add the S_BDS_DS authorization object to an authorization role, with basic authorizations.

- Fill the following attributes with the following values:
 - ACTVT: Activity: **03**
 - CLASSNAME: Business Document Service: Class name: DEVC_STXD_BITMAP
 - CLASSTYPE (name of the application class type): **0T**
- Assign this role to the employee with the user creation report.

Prerequisites: Permissions

To execute this report, you require permissions to read infotypes 0000, 0002, and 0105 and to write infotype 0105 subtype ECUS. In addition, the following permissions are needed:

1. User creation
 - Authorization Object: S_USER_GRP
 - Authorization Field: ACTVT = 01
 - Authorization Field - CLASS: A user group for user maintenance (for example, **ESSUSER**)
2. Role Assignment
 - Authorization Object: S_USER_AGR
 - Authorization field - ACTVT: **02**
 - Authorization field - Role Name: The (composite) role to be assigned to the users

Create Users

The report `HRSFEC_ESS_USER_UPDATE` creates users with the user name and alias set to the employee's user ID at an Employee Central system (Employee Central User ID).

The Employee Central user ID was replicated to the HR master data of an employee in [Communication](#) (IT0105) infotype, subtype Employee Central user (`ECUS`), and is read by the report.

The user group and the user role are mandatory parameters. The user group that the ESS users are assigned to and the respective user role must be entered manually.

Optionally, a person number or a range of person numbers can be passed. In this case, the users created or maintained are only of the selected personnel numbers.

You can also pass [Personnel Area](#) so that users are created only for the given personnel area.

The user names are written to the HR master data of the employees in [Communication](#) (IT0105) infotype, subtype of System user name (usually 0001).

i Note

The Employee Central user ID must not be more than 12 characters long, or else the information can't be stored into the Employee Central Payroll user name.

For user creation, all employees are considered that are active at the time of or after the report is executed.

i Note

If the user already exists in the system, nothing is updated.

→ Remember

No password is created for the user. The status of the password is set to [deactivated](#). Another password is unnecessary. When the employee signs-on to the Employee Central system, single-sign-on is used for Employee Central Payroll.

i Note

You've enabled the integration with SAP Cloud Platform Identity Authentication Services (IAS). For more information, refer to [Enabling the Integration with SAP Cloud Platform Identity Authentication Services Integration \(IAS\) \[page 912\]](#).

The report updates the [Person](#) (Employee ID) as alias for the created users as follows:

- Only one user is created for a [Person](#) (`PERSON GUID`) in the Employee Central Payroll system regardless of employments.
- If multiple personnel numbers are associated to a [Person](#), then only the user maintained in the [Communication](#) (0105) infotype with subtype [ECUS](#) is created for the first replicated active employment of the corresponding personnel number.
- You can find the `Person GUID` in the table `HRSFEC_D_EEKEYMP`, field `EMPLOYEE_ID`.

Defaults

Make settings as needed in [Defaults](#) for the output list. You can select the logon language. Specify the date and time format, including the personal time zone of the user.

You set up the output device and the print options for your spool request.

You can determine the [Name Format](#) and the [Country/Region](#) by selecting the corresponding format rule. It allows you to control how the name is formatted from out of the components according to country/region-specific rules. For details about how to make these settings, read the system documentation.

Test Mode

The report can be executed in a test mode. In test mode output, all employees for which users would be created are displayed, though no users or infotype records are written into the application log.

→ Remember

The test mode is the *default* mode. Turn off the test mode by deselecting the flag [Test run](#).

Productive Mode

When the report is run in productive mode, it logs all activities to the application log (see transaction `SLG1`) with the `HRESS` log object.

8 Setting Up Employee Central Payroll

The following chapter describes how you can configure Employee Central Payroll.

Very Important: Switch the Business Function on

To activate the Business Function, go to transaction `SFW5`

Check the box for business function [HCM_SFEC_MDEC2HR](#) to activate it.

Customizing in Employee Central Payroll

In this chapter, you define the settings to implement the Employee Central Payroll system for the integration with Employee Central.

- When defining settings in Customizing, you have to take into account that all entries are matched with those in Employee Central. Read the *Employee Master Data Replication Information* chapter in order to understand which data needs to be mapped manually. You have to take these data into account in the relevant customizing activity.
- If you use an SAP S/4HANA Finance system, you have to create the same data in the Customizing of Employee Central Payroll as given in an SAP S/4HANA Finance system.

Accessing SAP Customizing

1. Log on to Customizing of Employee Central Payroll with your user name and password. Enter transaction code [SPRO](#).
2. On the [Customizing: Execute Project](#) screen, click [SAP Reference IMG](#).

Related Information

[Employee Master Data Replication Information \[page 159\]](#)

8.1 Switches for Employee Central Payroll

Certain features are controlled by switching settings. This information describes some of the available switches for Employee Central Payroll.

The following tables describe these switches. Links to additional information for enabling these features for Employee Central Payroll are included. For more details about the following switches, see the system documentation.

All Switches for the SFEC Group

Switch Name	Description	Variable Choices	Use Case
CCMM	Cost Center Mapping Mode	Blank = Standard Cost Center Mapping Mode 1 = Extended Cost Center Mapping Mode	Mapping Cost Center Keys [page 260]
DRTM	Evaluation of SuccessFactors Compound API's purge objects	Blank = Default X = Employee Central Data Retention Management	Purging Employee Master Data Replicated to Employee Central Payroll
ECTSK	Creation of Payroll Data Maintenance Tasks	Blank = No creation of Payroll Data Maintenance Tasks X = Creation of Payroll Data Maintenance Tasks	Enabling the Creation of Payroll Data Maintenance Tasks [page 57]
EEOCH	Cut off History when re-hiring EEs inactive at FTSD	Blank = No Cut Off X = Cut-off enabled	Using the Full Transmission Start Date Configuring Employment Filtering and FTSD [page 113]
EXJPO	External numbering for replicated job, pos, and org	Blank = Don't Use External Numbering X = Use External Numbering	Checking and Creating Jobs, Positions, and Org. Units
HDREP	Switch On Higher Duty Replication	X = Enable the replication of Higher Duties	Enabling the Replication of Higher Duty or Temporary Assignment
IAS	Enable IAS integration for Employee Central Payroll	X = Enable the SAML authentication using IAS.	Enabling the Integration with SAP Cloud Platform Identity Authentication Services Integration (IAS) [page 912]
JBPS	Replication of jobs and positions	Blank = No replication of jobs and positions X = Replication of jobs and positions	Job and Position
LGLVE	Log level for replication of employee master data	0 = Don't write to Application Log 1 = Log errors and success messages only 2 = Log warnings, errors, and success messages only 3 = Log all messages	Application Log: Setting the Log Level

Switch Name	Description	Variable Choices	Use Case
LGLVP	Log level (Technical PTP Logs)	0 = No log 1 = Standard Log 2 = Detailed Log	Application Log: Setting the Log Level
OCHAT	Default personnel action for organizational change	Blank: Default X = Define personnel action for organizational change	Artificial Actions
OCRSN	Support OCRSN (off-cycle payroll run reason) and PAYID of IT0267	Blank = Default X = Support OCRSN and PAYID (Infotype 0267)	Off-Cycle Reason
ONGO	Ongoing payroll (ignore correction phase).	Blank = Default X = Correction phase Indicator enabled	Blank: Payroll administrators can choose to replicate individual employees by navigating to the Data Replication Monitor and selecting individuals for scheduled replication. X: Any payroll relevant changes in Employee Central are replicated to payroll on the next schedule replication run. For more information, refer to Payroll Control Record [page 67]
OURPL	Define source object for replication of Organization.	Blank = Don't replicate org. units 1 = Use Business Unit as source for Org. Unit 2 = Use Department as source for Org. Unit 3 = Use Division as source for Org. Unit	Checking and Creating Jobs, Positions and Org. Units [page 202]
PERNR	Options to create the personnel number	Blank = Default logic 1 = Creation of personnel number using Assignment ID [Recommended option]	Personnel Numbers in Employee Central Payroll [page 159]
SPYSL	Activate secure payslip	Blank = Default 1 = Additional security layer enabled	Enabling Additional Security for Pay Statement [page 99]
WKWDY	Weekly workday information	Blank = PERNR-Based Infotype 0007 Filter:Switch ON X = PERNR-Based Infotype 0007 Filter:Switch OFF 1 = PERNR-Based Infotype 0007 Filter:Switch OFF 2 = PRNR-Based Infotype 0007 Filter:ReplicateIT7 when WKWDY = 0	Using the Payroll Switch WKWDY [page 193]

Other Switches

Switch Group	Switch Name	Description	Variable Choices	Use Case
ADMIN	EVSUP	Additional Actions	Enabled only by running report RPUEVSUP	Multiple Events Per Day [page 185]
CCURE	PC_UI	PC UI Main Switch	Blank = No data sharing for PA30 X = Data sharing for PA30	Basic Settings
CCURE	There are several scenarios on how to use concurrent employment in Employee Central Payroll. See the documentation linked from the <i>Use Case</i> column for more information.			Enabling Concurrent Employment in Employee Central Payroll

The linked instructions in the tables provide the maintenance information. To enable the switches, follow these steps:

1. Enter transaction **SM30**.
2. Enter **T77S0** in the *Table/View* field and then choose the *Display* button.
3. Choose the *Position* button and in the *Another Entry* dialog box that opens, enter **SFEC** in the *Group Name* field and choose *Continue (Enter)*. The table opens to the filtered area.
4. For the *Other Switches* table, repeat step 4 and for *Group Name* enter **Admin** and choose *Continue (Enter)*. Repeat again with **CCURE** as the *Group Name*.

8.2 Enabling Time-Dependent Replication Framework

You can enable time-dependent Master Data Replication for some scenarios.

Context

Changes in coding or new features can imply potential risks to payroll retro-calculations. For that reason, you can activate a Valid from date indicating when the changes to a business scenario and country/region are effective. The following time-dependent replication scenarios are delivered in the Employee Central Payroll system:

Name of the Scenario	Description
MASSN_MASSG_CHANGE_AT_HIRE - Change on Hire Date	<p>All changes are activated only for international scenarios and if the hiring date is equal or higher than the selected start date.</p> <p>Note that the activation of this scenario allows you to change the personal action reason at the hiring date including additional actions, where applicable.</p>
DEACT_CALC_DIVGV_FOR_ZERO - Deactivation of DIVG calculation for ITO008	This scenario allows you to disable the DIVG calculation for infotype 0008 only after the processing of basic extensibility if the DIVG field is 0.
MAP_PREFERRED_NAME - Map Preferred Name to Nickname	<p>This scenario allows you to map the <i>Preferred Name</i> of an employee from Employee Central to Employee Central Payroll only if the start date in <i>Personal Information</i> is equal or later than the date entered here. For more information about the standard mapping of <i>Preferred Name</i> to <i>Nickname</i>, refer to Personal Information - Infotype 0002 [page 209].</p>

Procedure

1. In the Employee Central Payroll system, go to transaction SPRO and choose SAP Reference IMG.
2. Check the standard delivery in [View Time-dependent Replication Framework](#) (table T77SFEC_TDR_MAPS) under Customizing for [Integration Settings for SuccessFactors Employee Central Payroll](#) [Enabling Time-Dependent Replication Framework](#).
3. Choose [Customize Time-dependent Replication Framework](#) (table T77SFEC_TDR_MAPC) under Customizing for [Integration Settings for SuccessFactors Employee Central Payroll](#) [Enabling Time-Dependent Replication Framework](#) to modify the start date.

Provide the following information:

- a. Enter the *business scenario*.
 - b. Enter the corresponding *ISO Code*. If your business scenario is international, enter *Space*.
 - c. [Optional] Select the start date. Note that if you leave the field empty, the time-dependent replication framework is disabled.
4. Save your settings.

Next Steps

The time-dependent replication is enabled for the selected business scenario.

8.3 Defining Settings in Personnel Administration

8.3.1 Structures

You check the standard settings for Human Resources Management in Enterprise Structure, such as sample personnel areas. If necessary, you have to adjust these standard settings in alignment with your settings in Employee Central.

Context

For more information about the Data Model in Employee Central, see the *Data Models*.

Procedure

1. Go to your Employee Central Payroll system.
2. Check the standard personnel areas and create new personnel areas if necessary in the Customizing for [SAP Customizing Implementation Guide > Enterprise Structure > Definition > Human Resources Management > Personnel Areas](#).

The personnel area is an organizational unit that represents a specific area of the enterprise. A personnel area is divided into several personnel subareas.

3. Check the standard personnel subareas and create new personnel subareas if necessary in the Customizing for [SAP Customizing Implementation Guide > Enterprise Structure > Definition > Human Resources Management > Personnel Subareas](#).

You define regulations for employees at the personnel subarea level. These may be legal, contractual, or company-specific regulations. Indicators defined for a personnel subarea are, for example, default values for pay scale area and the assignment of a personnel subarea to a public holiday calendar.

4. Check the standard employee groups and create new employee groups if necessary in the Customizing for [SAP Customizing Implementation Guide > Enterprise Structure > Definition > Human Resources Management > Employee Groups](#).

The employee group allows you to divide your employees into groups, for example, and to define their relationship to the company. For example, you want to distinguish your employees between persons actively employed, pensioners and early retirees.

5. Check the standard employee subgroups and create new employee subgroups if necessary in the Customizing for [SAP Customizing Implementation Guide > Enterprise Structure > Definition > Human Resources Management > Employee Subgroups](#).

Employee groups are divided in employee subgroups. Active employees can be split up into categories according to their status, for example trainees, hourly wage earners, and salaried employees.

6. Assign each of your personnel areas to one company code in the Customizing for ► [SAP Customizing Implementation Guide](#) ► [Enterprise Structure](#) ► [Assignment](#) ► [Human Resources Management](#) ► [Assignment of Personnel Area to Company Code](#) ►

When you create a personnel number, the corresponding company code is allocated to it, depending on the enterprise structure in which the employee is situated. For example, the Hamburg, Cologne, and Berlin sites of Company X all belong to one company code.

7. Assign each of your employee subgroups to their respective employee groups in the Customizing for ► [SAP Customizing Implementation Guide](#) ► [Enterprise Structure](#) ► [Assignment](#) ► [Human Resources Management](#) ► [Assign Employee Subgroup to Employee Group](#) ►

In addition, determine whether the employee group/employee subgroup combinations are allowed for the country/region groupings.

Related Information

[Data Models](#)

8.3.2 Basic Settings for Employee Central Payroll

Set up the environment for Employee Central Payroll including the specification of number ranges.

Prerequisites

Before starting the configuration of your Employee Central Payroll system, check SAP Note [1164216](#) ► to adjust country/region-specific tables in your systems.

Procedure

1. Check in the country/region data setup Employee Central.
2. Check how this data matches to the infotypes in the Employee Central Payroll system. For this purpose, refer to [Employee Master Data Replication Information](#).
3. Determine whether you want to use internal or external number assignment when hiring new employees in the Customizing for ► [Personnel Management](#) ► [Personnel Administration](#) ► [Basic Settings](#) ► [Maintain number range intervals for personnel numbers](#) ►. For more information on how to determine personnel numbers, refer to [Personnel Numbers in Employee Central Payroll \[page 159\]](#).

4. Set up data sharing configuration.

- a. Activate data sharing for PA30, that is, set the value to "X" for the *PC_UI* switch in the Customizing for [Personnel Management](#) > [Personnel Administration](#) > [Customizing Procedures](#) > [Infotypes](#) > [Infotypes in Detached Infotype Framework](#) > [Use Decoupled and Not Decoupled IT Framework](#).

This step is required to prevent data from being inconsistent if you maintain data in PA30 and mashups during the employee master data replication. For more information, see SAP Note [2126886](#).

- b. Check the recommended configuration for the *Grouping Reason* in the Customizing for [Personnel Management](#) > [Personnel Administration](#) > [Customizing Procedures](#) > [Settings for Concurrent Employment](#) > [Copy Infotypes](#).

The recommended configuration applies for the following infotypes:

Infotype/Subtype Assignment - Grouping Reason [View V_T582G]

Infotype	Type	Infotype Text	Grouping Reason	+
0002		Personnel Data	0002	Personal Data (Infotype 0002)
0006		Addresses	0006	Addresses (Infotype 0006)
0006	QB	Addresses	AUBN	Australian Business Number
0009	O	Bank Details	XNON	Bank Details (Infotype 0009)
0021	AU01	Family Member/Dependents	AUBN	Australian Business Number
0709		Person ID	XALL	Person

If your existing configuration for some of the listed infotypes above is set to XNON, it also works well for most scenarios and there's no need to switch to the recommended configuration. The only exception is a case where employees stored in the Employee Central Payroll system aren't replicated and need infotype sharing for tax reasons. In this case, you're required to switch to the recommended configuration and run report RPUFIXDS.

5. [Optional] Enable the Personnel Assignment Switchbox for PA20/PA30.

The Personnel Assignment switchbox lets you switch between personnel number (PERNR) and Person ID. This step is recommended if employees move from one country/region or region to another.

- a. Enable the switchbox in Customizing activity [Activate Concurrent Employment for Personnel Administration](#).
- b. Change default settings in the Customizing activities [Description of Personnel Assignments and Personnel Assignment Overview](#) and [Personnel Assignment Details](#).

6. Save your settings.

8.3.3 Bank Details

Procedure

1. Defining Payment Method

- a. In the IMG structure, open ► [SAP Customizing Implementation Guide](#) ► [Personnel Management](#) ► [Personnel Administration](#) ► [Personal Data](#) ► [Bank Details](#) ► [Define payment method](#) ►.
- b. Define how you want to make payments to your employees, for example, by bank transfer or by check.

If you need to distinguish between different sending bank accounts for performing payments, use the standard Employee Central Payroll function of feature DTAKT in transaction PE03.

2. Activating the IBAN (International Bank Account Number) Function for HR

- a. In the Customizing for ► [Personnel Management](#) ► [Personnel & Organization](#) ► [Integration](#) ► [Integration with Accounting](#) ► [Activate IBAN](#) ►, activate the IBAN feature:

<i>Group</i>	<i>Sem. abbr.</i>	<i>Value abbr.</i>	<i>Description</i>
ADMIN	IBAN	S	Activate IBAN Function for HR

8.3.4 Organizational Data

Procedure

1. Creating Payroll Area

- a. In the IMG structure, open ► [SAP Customizing Implementation Guide](#) ► [Personnel Management](#) ► [Personnel Administration](#) ► [Personal Data](#) ► [Organizational Data](#) ► [Organizational Assignment](#) ► [Create payroll area](#) ►.

The system uses payroll areas to group together employees who should be processed by payroll on the same day, and to determine the precise date of the payroll.

- b. Check the standard payroll areas and create new payroll areas if necessary.

2. Creating Control Record

- a. In the IMG structure, open ► [SAP Customizing Implementation Guide](#) ► [Personnel Management](#) ► [Personnel Administration](#) ► [Personal Data](#) ► [Organizational Data](#) ► [Organizational Assignment](#) ► [Create control record](#) ►.

The functions of the control record are, for example, to determine the exact day of the current payroll period and to define the payroll past for retroactive payroll.

- b. Create a new control record for each payroll area.

3. Defining Administrator

- a. In the IMG structure, open ► [SAP Customizing Implementation Guide](#) ► [Personnel Management](#) ► [Personnel Administration](#) ► [Personal Data](#) ► [Organizational Data](#) ► [Organizational Assignment](#) ► [Define administrator](#) ►.
- b. Define administrators responsible in Personnel Administration and assign them to the relevant administrator groups. For example, administrators are allowed to create reports.

8.3.5 Payroll Data - Basic Pay

Context

In the IMG structure, open ► [SAP Customizing Implementation Guide](#) ► [Personnel Management](#) ► [Personnel Administration](#) ► [Payroll Data](#) ► [Wage Type Concept](#) ►.

In this section, you check how the pay components in Employee Central match the Employee Central Payroll wage types. Check which pay components that are used in Employee Central do not exist in the Employee Central Payroll system and create them if necessary. You can copy the SAP model wage types to your customer name range and then modify the copies to suit your requirements. Read the instructions described in the IMG Documentation for this node.

→ Tip

For the data replication, you can define each combination of country and wage type. You can then assign them to the infotype 0008 (basic pay) or infotype 0014 (recurrent payment).

i Note

If the employee transfers from one country to another, you have to assign a new basic pay component that is valid for the new country. For Basic Pay (0008, 0014) the time period and the pay group must be consistent.

Depending on the settings you have for basic pay, the following related settings also need to be done:

Procedure

1. Define EE Subgroup Grouping for PCR and Coll.Agrmt.Prov.

- a. In the IMG structure, open ► [SAP Customizing Implementation Guide](#) ► [Personnel Management](#) ► [Personnel Administration](#) ► [Payroll Data](#) ► [Basic Pay](#) ► [Define EE Subgroup Grouping for PCR and Coll.Agrmt.Prov.](#) ►.

- b. Define the groupings for the personnel calculation rules and collective agreement provisions for all your employee groups and subgroups.

The employee subgroup grouping for the personnel calculation rule is required in Payroll Accounting. The collective agreement provision grouping is required for indirect valuation of wage types in the Basic Pay infotype (0008).

2. Check *Pay Scale Type*

- a. In the IMG structure, open ► [SAP Customizing Implementation Guide](#) ► [Personnel Management](#) ► [Personnel Administration](#) ► [Payroll Data](#) ► [Basic Pay](#) ► [Check Pay Scale Type](#) ►.
- b. Set up your company's collective agreement types. The Basic Pay in infotype 0008 is derived from the pay scale type. By using the internal key, you can assign a fixed internal mean for evaluations to optional pay scale types.

3. Check *Pay Scale Area*

- a. In the IMG structure, open ► [SAP Customizing Implementation Guide](#) ► [Personnel Management](#) ► [Personnel Administration](#) ► [Payroll Data](#) ► [Basic Pay](#) ► [Check Pay Scale Area](#) ►.
- b. Set up different collective agreement areas in accordance with the collective agreement in your company.

4. Check *Assignment of Pay Scale Structure to Enterprise Structure*

- a. In the IMG structure, open ► [SAP Customizing Implementation Guide](#) ► [Personnel Management](#) ► [Personnel Administration](#) ► [Payroll Data](#) ► [Basic Pay](#) ► [Check Assignment of Pay Scale Structure to Enterprise Structure](#) ►.
- b. Assign collective agreement types and areas to your personnel areas. For example, your personnel area 0001 is assigned pay scale area 01 and pay scale type 01 (metal industry).

5. Revise *Pay Scale Groups and Levels*

- a. In the IMG structure, open ► [SAP Customizing Implementation Guide](#) ► [Personnel Management](#) ► [Personnel Administration](#) ► [Payroll Data](#) ► [Basic Pay](#) ► [Revise Pay Scale Groups and Levels](#) ►.
- b. Define the collective agreement governing payment of your employees in the SAP system. For example, you would like to enter wage types in the Basic Pay infotype (0008) which should be valued indirectly using the pay scale groups/levels.

i Note

If the *Pay Scale Group* and *Pay Scale Level* fields are empty in Employee Central, a default Pay Scale Group *DY* is used in Employee Central Payroll.

6. Create *Wage Type Catalog*

- a. In the IMG structure, open ► [SAP Customizing Implementation Guide](#) ► [Personnel Management](#) ► [Personnel Administration](#) ► [Payroll Data](#) ► [Basic Pay](#) ► [Wage Types](#) ► [Create Wage Type Catalog](#) ►.
- b. Check which of the wage types used in Employee Central belong to the infotype Basic Pay (0008) and whether they exist in the Employee Central Payroll system. If necessary, create your own wage types for the infotype Basic Pay (0008) by copying the model wage types in the standard system.

7. Check *Wage Type Catalog*

- a. In the IMG structure, open ► [SAP Customizing Implementation Guide](#) ► [Personnel Management](#) ► [Personnel Administration](#) ► [Payroll Data](#) ► [Basic Pay](#) ► [Wage Types](#) ► [Check Wage Type Catalog](#) ► [Check wage type characteristics](#) ►.
- b. Change the characteristics of wage types created from the model wage types if necessary.

8.3.6 Recurring Payments and Deductions Infotype (0014)

Find out how to customize recurring payments and deductions in the Employee Central Payroll system.

Procedure

1. In the Customizing for ► [Personnel Management](#) ► [Personnel Administration](#) ► [Payroll Data](#) ► [Recurring Payments and Deductions](#) ►, you can save amounts for a certain wage type that are to be repeatedly paid out or withheld through payroll. Recurring payments/deductions are additional wage elements that as a rule aren't paid out/withheld in every payroll period, but according to a fixed periodicity, unlike Additional payments
2. Define wage types that are either paid or withheld regularly.
Consider the following for the replication of [Recurring Payments and Deductions](#) from Employee Central to Employee Central Payroll:

Settings in Employee Central	Settings in Employee Central Payroll
You've defined a time slice (start and end date) for your Compensation Information .	No settings required. The time slice defined in Employee Central applies to ALL Recurring Payments (0014) infotype records.
You have defined end dates for recurring payments that don't have the same time slices as the end date defined in Compensation info .	To ensure a successful replication of multiple end dates to Employee Central Payroll, use the HRSFEC_B_CE_CHANGE_IT0014 BAdI.
Settings in Employee Central	Settings in Employee Central Payroll
You've defined a time slice (start and end date) for your Recurrent Deductions .	No settings required. The time slice defined in Employee Central applies to ALL Recurring Deductions (0014) infotype records.
You have defined end dates for Recurring items that don't have the same time slices as the end date defined in Recurrent Deductions .	To ensure a successful replication of multiple end dates to Employee Central Payroll, use the HRSFEC_B_CE_CHANGE_IT0014 BAdI.

Related Information

[Implementing BAdIs to Enhance Already Mapped Master Data \[page 127\]](#)

8.3.7 Additional Payments Infotype (0015)

Find out how to customize additional payments in the Employee Central Payroll system.

Procedure

1. Go to the Customizing for ► [Personnel Management](#) ► [Personnel Administration](#) ► [Payroll Data](#) ► [Additional Payments](#) ►.
2. Define wage types for the Additional Payments infotype (0015). These wage types are paid irregularly and therefore are only entered when needed.

Additional payments are always assigned to the employment period where the employee is active.

If the employee transfers from one country/region to another, you have to assign a new spot bonus that is valid for the new country/region. For non-recurring payments (spot bonus), the time period must be consistent with the referring job info record.

8.3.8 Evaluation Basis

Procedure

1. In the Customizing for ► [Personnel Management](#) ► [Personnel Administration](#) ► [Evaluation Basis](#) ►, open:
 - [Monitoring of Tasks](#)
 - [Date Specifications](#)
 - [Date Specifications](#)
2. Determine entries for the infotypes that affect general, national, or customer-specific controls or transactions at different times. For example, to calculate entitlements to employee benefits from the employer (loyalty bonus, service bonus, and so on), a certain (technical) entry date or starting date must be recorded.

8.3.9 Communication

You can store your employee's user name in the infotype Communication (0105).

Procedure

1. In the IMG structure, open ► [SAP Customizing Implementation Guide](#) ► [Personnel Management](#) ► [Personnel Administration](#) ► [Communication](#) ► [Create Communication Types](#) ►.

In this section, you set up the Communication infotype (0105).

2. Check the values of the preset subtype, that is, [Employee Central User ID](#) (ECUS), for example, with 2 as time constraint. If necessary, change the preset subtypes.

Related Information

[Maintain Users in Employee Central Payroll \[page 71\]](#)

8.3.10 Actions for Employee Central Payroll Personnel Administration Settings

Add or change Actions as a prerequisite to mapping Employee Central Events to the Employee Central Payroll Actions.

Context

The standard includes an automatic mapping between [Events](#) in Employee Central and [Actions](#) in Employee Central Payroll.

To add or change [Actions](#), make the corresponding settings in the Customizing for ► [Personnel Management](#) ► [Personnel Administration](#) ► [Customizing Procedures](#) ► [Actions](#) ►. Note that this customizing is a prerequisite for the mapping of Employee Central [Events](#) to [Actions](#) in Employee Central Payroll, according to the Code Value Mapping.

Procedure

1. Define the actions together with the possible reasons, the work contents, and the choice of actions for the HR administrator.

2. For all actions that involve a change of organizational data, make sure that the checkboxes *PA*, *EG*, and *ES* are checked to ensure that changes to personnel area, employee group, and employee subgroup are allowed.

Some of the Actions you can change:

- Define infogroups for processes not included in replication.
- Create customer-specific status
- Set up personnel actions
- Create reasons for personnel actions
- Change action menu

→ Remember

If you create your own *Actions*, make sure that you've copied and enhanced the technical User template to ensure a successful communication between Employee Central and Employee Central Payroll.



Related Information

[Enhancing the Technical User Template \[page 72\]](#)
[Event \[page 169\]](#)

8.3.11 Disabling Transport Connection

The System Table value for TRSP/CORR must be set to No Transport.

Procedure

1. In the IMG structure, open  [SAP Customizing Implementation Guide](#) > [Personnel Management](#) > [Organizational Management](#) > [Transport](#) > [Set Up Transport Connection](#) .
In this step, you specify which type of transport connection you want to use to transport Personnel Planning objects from the Customizing client.
2. For Employee Central, the value *TRSP/CORR* must be set to 'X'. Verify or change on the [Change View "System Table": Overview](#) view.

Group	Sem.abbr.	Value abbr.	Description
TRSP	CORR	X	Transport Switch (X = No Transport)

There's no automatic query regarding a transport request when you create, change, or delete an object. The functionality of transporting HR Objects isn't needed in the Employee Central Payroll system.

8.3.12 Integration between Employee and Organization Data

Procedure

In the IMG structure, open ► [SAP Customizing Implementation Guide](#) ► [Personnel Management](#) ► [Personnel&Organization](#) ► [Integration](#) ► [Integration Between Employee and Organization Data](#) ► [Set Up Integration](#) ►.

Note that the integration between Organizational Management and Personnel Administration must be turned off if you want to have the employees' cost center assignments from Employee Central be replicated to Employee Central Payroll. Depending on the country it might be necessary that secondary infotype views for infotype 0001 are turned off as well. You can do so in table V_T582V.

8.3.12.1 Turning off Integration between Organizational Management and Personnel Administration

Context

In the IMG structure, open ► [SAP Customizing Implementation Guide](#) ► [Personnel Management](#) ► [Organizational Management](#) ► [Integration](#) ► [Integration with Personnel Administration](#) ► [Set up Integration with Personnel Administration](#) ►.

Procedure

1. Double-click [Participate in Integration](#).
2. Switch off [Participate in Integration](#) using PLOGI control by removing *X*.
3. Go back to the Customizing activities and double-click [Basic Settings](#).
4. Switch off *ORGA* in group *PLOGI* by removing the X (Space = Off).
5. Clear content of Group *PPABT* as shown below:

Before

After

Display View "HR Master Data Integration": Overview				Change View "HR Master Data Integration": Overview			
Documentation				Documentation			
System Switch (from Table T7750)				System Switch (from Table T7750)			
Group	Sem. abbr.	Value abbr.	Description	Group	Sem. abbr.	Value abbr.	Description
PLOGI	EVCCC	02	Master data action: company code change	PLOGI	EVCCC	02	Master data action: company code change
PLOGI	EVCRC	X	Generate event with entry T77INT (action designat.	PLOGI	EVCRC	X	Generate event with entry T77INT (action designat.
PLOGI	EVEGC	02	Master data action: employee subgroup change	PLOGI	EVEGC	02	Master data action: employee subgroup change
PLOGI	EVENB		Enhanced integration (X= on, Space= off)	PLOGI	EVENB		Enhanced integration (X= on, Space= off)
PLOGI	EVPAC	02	Master data action for country reassignment	PLOGI	EVPAC	02	Master data action for country reassignment
PLOGI	ORGA	X	Integration Switch: Organizational Assignment	PLOGI	ORGA		Integration Switch: Organizational Assignment
PLOGI	PRELI	99999999	Integration: default position	PLOGI	PRELI	99999999	Integration: default position
PLOGI	PRELU		Integration: PA update online or batch	PLOGI	PRELU		Integration: PA update online or batch
PLOGI	TEXTC		Integration: transfer short text of job	PLOGI	TEXTC		Integration: transfer short text of job
PLOGI	TEXTO		Integration: transfer short text of org.unit	PLOGI	TEXTO		Integration: transfer short text of org.unit
PLOGI	TEXTS		Integration: transfer short text of position	PLOGI	TEXTS		Integration: transfer short text of position
PPAST	PPAST	0	Switch: department	PPAST	PPAST		Switch: department
PPINT	BTRIL		Default value for personnel subarea	PPINT	BTRIL		Default value for personnel subarea
PPINT	PERSA		Default value for personnel area	PPINT	PERSA		Default value for personnel area

8.4 Setting Up the Pay Statement in Employee Central Payroll

Configure for Pay Statement using HRFORMS.

Prerequisites

For integrating Pay Statement (direct), your payroll system must be at least at EA-HR synchronization package SP86. It contains the full functionality of Pay Statement (direct), like displaying payroll key figures (gross amount and payout amount) and an option to add custom key figures.

Context

You make settings for the pay statement in *Salary statement* under Customizing for [Personnel Management](#) [Employee Self-Service](#) [Service-specific settings](#) [Benefits and Payment](#).

Procedure

1. Create your pay statement in transaction HRFORMS.
2. Set up feature HRFOR to use the form set up in step 1.
3. In case you want to use RPCEDTX instead:

- a. Set up feature `HRFOR` to value `$CEDT$`.
- b. Set up feature `EDTIN` in case you need a variant different from `SAP&CALC`.

Next Steps

You can now proceed to the overview of pay statement integration options for further configuration in Employee Central.

Optional, you can now implement filtering mechanism for pay statements via BAdI, for example for influencing availability date of pay statements. For Pay Statement (direct), you can also filter out void results, as well as check payroll key figures (gross and payout).

Related Information

[Implementing Business Add-In \(BAdI\) for Pay Statement \(Arrow-Based\) \[page 98\]](#)

[Implementing Business Add-In \(BAdI\) for Pay Statement \(Direct\) \[page 97\]](#)

[Pay Statement \[page 868\]](#)

8.4.1 Implementing Business Add-In (BAdI) for Pay Statement (Direct)

If you want to limit the available pay statements for an employee in Employee Central, you can implement BAdIs.

Context

Pay Statement (direct) relies on following BAdI implementation in Employee Central Payroll:

- `HRESS_PAYSLIP_BADI_DEF` provides information of pay periods.
- `HRSFEC_WAGE_TYPE_BADI_DEF` defines the wage types the Pay Statement service provides.

Both BAdIs are provided with default implementation, which contains gross amount and payout amount as payroll key figures.

Procedure

- Implement `IF_HRESS_PAYSLIP_BADI~PROVIDE_FILTERED_RGDIR` for the following use cases:
 - Filter out voided payroll run should not appear.

- Change payroll results availability.

8.4.2 Enabling Custom Key Figures for Pay Statement (Direct) Integration

In addition to pay date, gross, and payout amounts, you can define and enable custom key figures. Custom key figures are displayed to employees in Employee Central.

Prerequisites

- You've configured pay statement (direct) integration.
- You've installed Synchronization Support Package EA-HR SP86 in your Payroll system.

Procedure

1. Enhance the `TS_OVERVIEW` structure, in the pay statement BAdI `HRESS_PAYSLIP_BADI_DEF` implementation class.
2. Add one or more component names to include all required key figures.
3. Assign the corresponding wage type values to the newly created components in the interface method `IF_HRESS_PAYSLIP_BADI~PROVIDE_OVERVIEWTAB_LINE`.

The export parameter `ES_OVERVIEW` is of type `TS_OVERVIEW`.

4. Implement the BAdI `HRSFEC_WAGE_TYPE_BADI_DEF` to specify which component name from the structure type `TS_OVERVIEW` is used for gross, payout/net, and key figures.

The Gateway Service code calls the wage type BAdI methods to get the component names during runtime.

8.4.3 Implementing Business Add-In (BAdI) for Pay Statement (Arrow-Based)

If you want to limit the available pay statements for an employee in Employee Central, you can implement BAdIs.

Context

For pay statements (arrow-based), use the `HR_EC_PAYSLIP` BAdI.

Procedure

- In transaction SE19, create a new BAdI implementation for BAdI definition HR_EC_PAYSLIP_BADI_DEF and activate it.
If you want to define that pay statements are displayed based on the payment date, you have to define the following in your implementation:
 - Compare the payment date of each entry from table CT_RGDIR with the current date.
 - If the current date is before the payment date, then delete the entry from table CT_RGDIR.

Related Information

[Pay Statement \[page 868\]](#)

8.4.4 Enabling Additional Security for Pay Statement

Enable an additional layer of security by enabling a switch group.

Context

To add additional security to view a pay statement, follow the procedure to enable the SPYSL switch. This will throw an error when a [Pay Statement](#) PDF URL is used more than once to access the pay statement or when the PDF URL is manually changed.

Procedure

1. Go to transaction SM30.
2. Enter view V_T77S0.
3. Click Edit.
4. Enter the following details:
 - Group: [SFEC](#)
 - Semantical abbreviation (sem.abbr): [SPYSL](#)
 - Enter [X](#) in the [Value abbreviation \(Value abbr\)](#) field.
5. Save the entry.

Results

This will enable an additional layer of security for pay statement.

8.5 Setting up Concurrent Employment

An overview of what concurrent employment means and how to turn on and set up concurrent employment for Personnel Administration and Payroll.

You can create concurrent employment for an employee by creating one or more secondary employment for an employee who already has a main employment. You can also change a main employment to a secondary employment, and vice versa. At any given point of time, the system can only refer to one of the employment as main employment.

Here you can find all necessary information on how to set up Concurrent Employment:

- [Enabling Concurrent Employment in Employee Central \[page 100\]](#)
- [Enabling Concurrent Employment in Employee Central Payroll \[page 101\]](#)

8.5.1 Enabling Concurrent Employment in Employee Central

An overview on how to turn on and set up concurrent employment in the Employee Central system.

You can add concurrent (or multiple) employments that overlap in duration for the same person in the system, with one of these employments being the main employment and all others classified as secondary employments. This classification can be potentially used to handle main and secondary employments differently in various SAP SuccessFactors processes like Personnel Administration and Payroll processes. To turn on and set up Concurrent Employment in Employee Central, refer to *Enabling Concurrent Employment in Employee Central*.

i Note

In local version UK, concurrent employment is called multiple employments.

What Is the Difference Between Concurrent Employment and Global Assignment?

A global assignment is a secondary employment (host employment) in a country/region that isn't the country/region of the main employment (home country/region). Concurrent employment is a secondary employment in the same country/region as the main employment. Global assignments and concurrent employments can't be applied to the same employee at the same time. This means that, if an employee has a concurrent employment, this employee can't have a global assignment at the same time, and vice versa.

Note

Global assignments are called Global Employments in the Employee Central Payroll system.

Related Information

[Enabling Concurrent Employment](#)

8.5.2 Enabling Concurrent Employment in Employee Central Payroll

Explains how to turn on and set up concurrent employment in Employee Central Payroll for Personnel Administration and Payroll.

Context

In Employee Central Payroll, you can activate Concurrent Employment for Personnel Administration or/and Payroll.

Caution

Enabling Concurrent Employment in Employee Central Payroll is irreversible.

Concurrent Employment used in	Description
Personnel Administration	<p>When you use Concurrent Employment for Personnel Administration, the following features are automatically supported during the replication process:</p> <ul style="list-style-type: none">• Personnel Numbers [PERNR] belonging to the same central person are linked.• Infotypes belonging to the same central person are shared.

Concurrent Employment used in	Description
Payroll	<p>When you use Concurrent Employment for Payroll, for example following processes are supported:</p> <ul style="list-style-type: none"> • Combined tax, garnishment, and social insurance calculation for several employment (PERNRs) belonging to the same person • Enhanced legal reporting for Concurrent Employment <div> <p>i Note</p> <p>Only the following country/region solutions support combined Payroll for Concurrent Employment: Australia, the United States, Canada Mexico and the United Kingdom.</p> </div>

Setting Up Concurrent Employment

Make sure that the following switches are activated:

- `PC_UI`: For more details, refer to step 5 in [Basic Settings](#)
- For Concurrent Employment in Personnel Administration:

Switch Group	Value	Mandatory	Description
CCURE	CPAUT	Mandatory	Enables employees to view all data for their own personnel numbers.
CCURE	PAUIX	Mandatory	Enables linked personnel numbers (PERNRs) in PA20 / PA30 using the dropdown box.
CCURE	<ul style="list-style-type: none"> • <code>PIDGN</code> - Generation rule PERSONID • <code>PIDSL</code> - Selection with PERSONID 	<ul style="list-style-type: none"> • Optional • Mandatory 	<ul style="list-style-type: none"> • Controls the generation rule for creating the external person ID. For more information on how to set up the different values, refer to the system documentation. • Activates the External Person ID in the initial screen for master data maintenance

- For Concurrent Employment in Payroll:

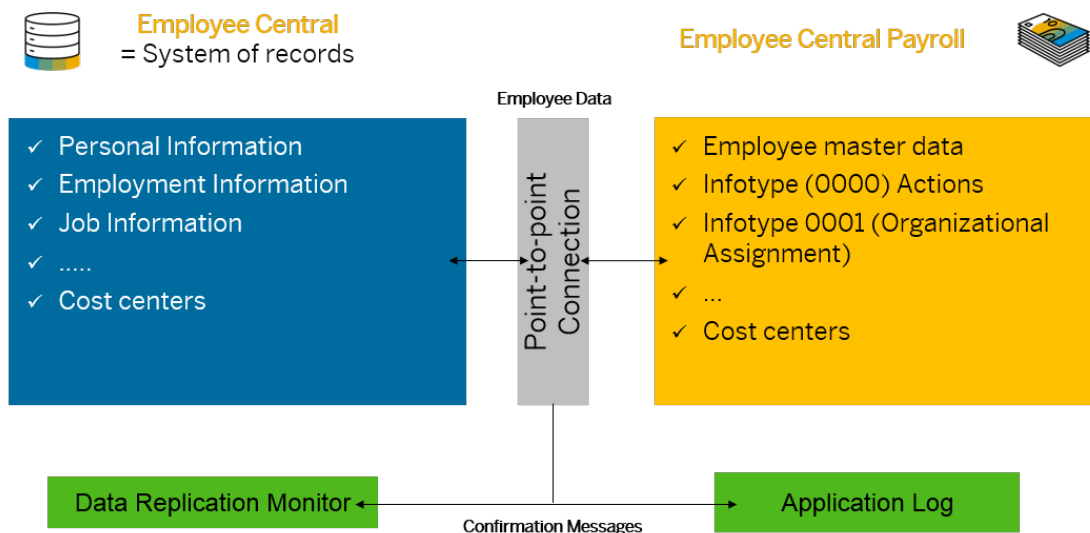
Switch Group	Value	Optional/Mandatory	Description
CCURE	MAINS	This step is mandatory ONLY if Concurrent Employment is used in your selected country/region-specific payroll. Otherwise, it's optional.	Enables the display of infotype <i>Person ID</i> (0709) in PA20/30. This infotype is filled during the replication process.
CCURE	PAY*	This step is mandatory ONLY if Concurrent Employment is used in your selected country/region-specific payroll. Otherwise, it's optional.	PAY*: * stands for the corresponding country/region grouping, for example PAYAU for Australia (Start Date CE Payroll).

9 Setting Up the Point-to-Point Integration

Provides an overview of the settings for the point-to-point integration.

To be able to replicate employee data from Employee Central to Employee Central Payroll and send the confirmation messages back to Employee Central, set up the point-to-point connection between the two systems. Here is an overview of the employee master replication from Employee Central to Employee Central Payroll:

Master Data Integration – Overview



Note that the replication process is based on a query that is called each time you schedule the `RP_HRSFEC_PTP_EE_REPLICATION` report in the Employee Central Payroll system. This report consists in two queries:

1. Get the list of employees master data according to the selection criteria included in the point-to-point configuration and with the last modified dates higher than the specified replication date and time. You can check this date in the `HRSFEC_PTP_LMOD` table.
2. Get the list of employees master data according to the selection criteria included in the point-to-point configuration and marked in the Employee Central Data Replication Monitor.

Once these employees are replicated, data logs are written to the application. The overall status of the replication is sent using confirmation messages, that is, Successful or Failed to the Employee Central system. In Employee Central, you can display the status of the replication in the Data Replication Monitor.

9.1 Set Up Connection Between an Employee Central Payroll System and Employee Central

Learn how to configure the connection between an Employee Central Payroll system and Employee Central that is needed to replicate employee master data and time data using the point-to-point (PTP) integration.

Prerequisites

Make sure that all permissions of the SAP standard role `SAP_HR_EC_PTP_CONFIG` are assigned to you.

Context

You run this report by using transaction `HRSFEC_PTP_CONFIG`. You can select the following options:

- [Set connection Data](#): You can set up, or update, the connection data from an Employee Central Payroll system to Employee Central.
- [Ping Employee Central APIs](#): You can check the connection setup by performing a ping test for the Employee Central APIs.

Procedure

1. In an Employee Central Payroll system, enter the `HRSFEC_PTP_CONFIG` transaction.
2. Select one of the following options to run the report:
 1. [Set Connection Data](#)
 2. [Ping Employee Central APIs](#)

1. [Set Connection Data](#)

Provide all the following information:

Field	Description
<ul style="list-style-type: none">• API Server URL• Company	<ul style="list-style-type: none">• Specify an API Server URL or select one from the dropdown list.• Specify a Company.

Field	Description
<p><i>Connect with X.509 Certificate.</i></p> <div> <p>i Note</p> <p>Make sure that your Employee Central instance is hosted on one of the data centers listed in KBA 3167173 .</p> </div>	<p>Proceed as follows:</p> <ol style="list-style-type: none"> 1. Choose the SSL Certificate <code><client_id>_SD</code> from the dropdown list, for example, <code>100_SD</code>. <div> <p>i Note</p> <p>If <code><client_number>_SD</code> can't be found, create a customer ticket in component LOD-EC-GCP-PY-OPS and request the creation of the missing clients.</p> </div> <ol style="list-style-type: none"> 2. Run the report using the selected SSL client certificate. 3. Start transaction <code>STRUST</code> and export the public key as described in Exporting Client Certificates from STRUST [page 108]. 4. In the Employee Central Security Center, import the public key as described in Importing Client Certificates to the Security Center [page 109].
<p><i>Connect with User ID and Password</i></p>	<p>Enter the <i>User ID</i> and <i>Password</i> from the Employee Central system. Ensure that your password doesn't contain the special characters <code>&</code> or <code><</code>.</p> <div> <p>→ Remember</p> <p>The user needs permission to access the Employee Central APIs and OData Service Communication must be enabled. For more information, see Granting Permissions to API Users.</p> </div> <p>Please note that Basic Authentication will be replaced with X.509 certificate authentication.</p> <div> <p>i Note</p> <p>In certain systems the option to connect with user ID and password has been disabled by default. If this is the case in your system but you want to use this option, request the activation by following the instructions in KBA 3268520 .</p> </div>
<p><i>Replication Target System for Employee Central</i></p>	<p>Mark the checkbox to create the replication target system for Employee Central.</p> <p>You can also create the replication target system manually in the <i>Admin Center</i>. For more information, see Creating the Replication Target System Object Manually [page 109].</p>

2. Ping Employee Central APIs

You can check the following connections:

Type of connection	Description
Employee Master Data API	Allows ping the SOAP connection to Employee Central for the point-point PTP master data replication. It is only available for Employee Central Payroll systems.
Time Data API	Allows ping the OData query to Employee Central for the point-to-point time data replication.
Confirmation API	Allows ping the OData query for the confirmation. It is relevant for both point-to-point (PTP) master and time data replication.

3. Save your settings and execute the report.

Results

The output depends on the selected option:

Selected Option	Description
Set Connection Data	<p>The report creates, or updates, the relevant RFC destinations for the connection between an Employee Central Payroll system and Employee Central. The following RFC destinations are created or updated:</p> <ul style="list-style-type: none">• ECP_PTP_SOAP_NNN for PTP master data replication• ECP_PTP_ODATA_NNN for PTP time data replication and for confirmation <div><p>Note</p><p>The last three characters of the RFC destination name must be the same as the one in the client of the Employee Central Payroll system you use.</p></div> <p>The credentials of the Employee Central system are stored in a secure store.</p> <p>If you chose to create the replication target system with the report and the creation is successful, the following success message is shown: Replication Target System xxxCLNTNNN is created successfully in Employee Central.</p>

Selected Option	Description
Ping Employee Central APIs	<p>The report shows the results of the pings and also displays the following success messages:</p> <ul style="list-style-type: none"> • SOAP login/logout HTTP status code: 200 • OData query was successful with HTTP status code 200 for object DataReplicationProxy. • OData query was successful with HTTP status code 200 for object EmployeeDataReplicationConfirmation.

Related Information

[Client Certificate-Based Authentication for Outbound Communication \[page 947\]](#)

9.1.1 Exporting Client Certificates from STRUST

Client certificates should be exported from STRUST to update certificate mapping at integration targets.

Procedure

1. Run transaction STRUST in the Customizing for [Personnel Management](#) [Integration Settings for SuccessFactors Employee Central Payroll](#) [Certificate Handling](#) [Export Certificates](#).
2. From the left pane, select the SSL client certificate <client_id>_SD.
3. Double click on the certificate displayed in [Subject](#) of the [Own Certificate](#) section.
4. Choose the edit icon and choose [Export Certificate](#).
5. In the [Export Certificate](#) dialog box, browse the file path in which you want to export the certificate. Provide a file name with .cer extension.
6. Choose [File Format](#) as [Base64](#). Choose [OK](#).

The certificate is exported to the selected file path.

9.1.2 Importing Client Certificates to the Security Center

Exported certificate can be uploaded to Employee Central using the Security Center.

Procedure

1. In the Employee Central system, go to the [Security Center](#).
2. Select [X.509 Public Certificate Mapping](#).

→ Tip

If this field isn't available, check the permissions in the security center. For more information, refer to [Upgrade to X.509 Certificate-Based Authentication for Incoming Calls](#).

3. Choose [Add](#).
4. Provide the following data:

Field	Description
Configuration Name	Example: New X509 Certificate Mapping
Integration Name	Default is Employee Central Payroll
Certificate File	Select the corresponding file with the cer extension.
Login Name	Is the Employee Central user you defined in Granting Permissions for Full Access to the CompoundEmployee API for employee master data replication and in Granting Permissions to API Users for time data replication.

5. Choose [Upload File](#).

The certificate is imported to the selected file path.

9.1.3 Creating the Replication Target System Object Manually

Find out how to create the [Replication Target System](#) Object manually:

Procedure

1. Create the [Replication Target System](#) object by using transaction SCC4.
2. Choose your client and select the magnifying glass.
3. Note down the logical system name. You need it again later.
4. Go to [Admin Center](#). In the [Tools](#) search field, enter [Manage Data](#).

5. Choose *Replication Target System* from the *Create New* dropdown.
 - a. Go to *Admin Center*. In the *Tools* search field, enter *Manage Data*.
 - b. Enter the logical system name you just noted down in *Tools* search field, enter *Manage Data*.

i Note

In some cases, changing your payroll system may require you to use a new replication target system. In this case, you need to switch to a new replication target system. Refer to the instructions provided in the KBA [3135532](#) for Master Data Replication and [3135533](#) for the Time Data Replication.

6. In the *Replication Time Offset in Minutes* field, enter the number of minutes you want the resend of data to be delayed by when the payroll area is locked or in correction phase. If you leave this field empty, the default time until resend is 60 minutes.
7. Define an *External Name*.
8. For *Relevant for Payroll Integration* choose *Yes* and *Save*.

9.2 Pinging Employee Central APIs

Verify that OData API queries are being received, understood, and accepted for master data and time data by using *Ping Employee Central APIs*.

Context

You ping an Employee Central API to ensure that the request has succeeded and use the configuration report (RP_HRSFEC_PTP_CONFIGURATION) to verify the connection.

Procedure

1. Start the configuration report with transaction **HRSFEC_PTP_CONFIG**.
2. Choose the *Ping Employee Central APIs* radio button.
3. Select the connection to test.
 - *Employee Master Data API*
A logon and logout are executed to the Compound Employee API.
 - *Confirmation API*
An OData API query is performed to the EmployeeDataReplicationConfirmation object.
 - *Time Data API*
An OData API query is performed to the DataReplicationProxy object.
4. Choose *Execute*.

Results

When the test is successful, the following success messages display in the log:

- SOAP login/logout HTTP status code: 200
- OData query was successful with HTTP status code 200 for object DataReplicationProxy.
- OData query was successful with HTTP status code 200 for object EmployeeDataReplicationConfirmation.

For more information about authentication and connection issues that you may encounter and how to solve them, refer to KBA [3290489](#) and KBA [2994256](#).

9.3 Configuring the Point-to-Point Replication from Employee Central to Employee Central Payroll

See how you configure the Employee Central Compound Employee API query call.

Prerequisites

During the point-to-point replication, the Employee Central Payroll system calls the Employee Central Compound Employee API in Employee Central to read employee master data and replicate it to Employee Central Payroll.

Procedure

1. In the Employee Central Payroll system, go to transaction `SPRO` and choose *SAP Reference IMG*.
2. Choose *Configure Compound Employee API Query* in the Customizing for **Personnel Management** **Integration Settings for SuccessFactors Employee Central Payroll** **Configuration of Point-to-Point Replication**.

For more details, please read the documentation of the customizing activity.

3. Create the configuration you want to work with:

Customizing for:	Description
<i>Individual Configuration</i>	Create your individual configuration.

→ Tip

If you have created multiple individual configurations, we recommend that you set the flag *Combine Configuration*. By doing so, you don't need to schedule separate jobs for each individual configuration.

Customizing for:

Description

Note

All Configuration IDs created here feed the dropdown list of the [Scheduling Employee Master Data Replication from Employee Central to Employee Central Payroll \[page 151\]](#) report.

Combined Configuration

Define the Employee Central Compound Employee API query configurations you want to combine by setting the flag [Combine Configurations](#).

4. Define the Employee Central Compound Employee API segments to be included in SELECT clause. For more information, refer to [Select Clause](#) in the *Employee Central Compound Employee API* guide.

The minimum set of Employee Central Compound Employee API segments to be included in the SELECT clause contains:

- compensation_information
- employment_information
- job_information
- person
- personal_information

The technical segments `EmployeeDataReplicationElement` and `DRTMPurgeStatusOverview` are automatically added to the query during the replication.

5. Define your own query parameters for [Company](#), countries/regions, [Employee Class](#), [Compensation Pay Group](#), and [Employment Assignment Class](#). You can use filters for the employees and employment you want to process. For more information, refer to [Configuring Employment Filtering and Full Transmission Start Date \[page 113\]](#).

→ Tip

The standard filter length is 255 characters. If you want to extend the length of the filter, apply the workaround described in KBA [2743719](#).

6. [Optional] Leave the [Target system](#) field empty since the target system is determined during the replication process. You receive a warning message if you enter a value. You can specify a target system only for specific reasons.
7. Specify a [Full Transmission Start Date](#) to get the list of employees with effective dated master data.

Mark the [Use as From Date](#) checkbox if you want to get the list of employees with [Job Information](#) and/or [Compensation Information](#) records where the effective end date is greater than or equal to the value of the [Full Transmission Start Date](#).
8. Mark the checkbox [Multiple Actions per Day](#) to get the list of all [Job Information](#) records resulting from multiple job changes per day.
9. Mark the [External Cost Center ID](#) checkbox to obtain all object keys that originate from an external system.
10. [Optional] You can create other Employee Central Compound Employee API segments than the standard ones.
11. Save your settings.

9.4 Configuring Employment Filtering and Full Transmission Start Date

For replicating employee master data, you need to customize filtering of employment and set up the full transmission start date.

Context

Filtering employment means that, if an employment doesn't fit the selection criteria of the configured employee master data replication, it isn't included in the replication process. If no employment of an employee fits the selection criteria of the replication configuration, no employee is replicated at all.




! Restriction

The replication of onboardees and contingent workers from Employee Central is not supported. It means that Employee Central master data related to onboardees and contingent workers are automatically filtered out from the point-to-point integration.

i Note

If a Full Transmission Start Date (FTSD) is included in the configuration, the results of your initial employment filtering are modified. Meaning that all employee master data records with a validity date later than the defined FTSD are taken into account during the replication process.

Procedure

1. In the Employee Central Payroll system, go to transaction SPRO and choose SAP Reference IMG
2. Choose *Configure Compound Employee API Query* in the Customizing for  *Personnel Management*
 *Integration Settings for SuccessFactors Employee Central Payroll* .

You can set the following filters:

- *Company* (Job Information)
- *Country/Region* (Job Information)
- *Employee Class* (Job Information)
- *Compensation Pay Group* (Compensation Information)

i Note

When you set a filter with different pay groups and Full Transmission Start Dates in the point-to-point configuration, make sure that the data is filled with the lowest FTSD after changing the compensation pay group for an employee.

9.4.1 Filtering by Country/Region

You can refine the replication of employee master data by filtering country/region.

Procedure

1. In the Employee Central Payroll system, go to transaction SPRO and choose [SAP Reference IMG](#).
2. Select [Restrict Employee Master Data Replication to Certain Countries/Regions](#) under Customizing for [Integration Settings for SuccessFactors Employee Central Payroll](#) > [Country Filtering](#) to restrict the replication of employee master data to specific countries/regions.
3. Save your settings.

Next Steps

Only the selected countries/regions are included in the replication of employee master data from Employee Central.

9.4.2 Filtering by Infotype

You can refine the replication of employee master data by filtering infotypes.

Procedure

1. In the Employee Central Payroll system, go to transaction SPRO and choose [SAP Reference IMG](#).
2. Select [Filter Infotypes](#) under Customizing for [Integration Settings for SuccessFactors Employee Central Payroll](#) > [Infotype Filtering](#) and determine the list of infotypes you want to replicate for which countries/regions.

The list of infotypes provided in the table contains infotypes that are supported only in the standard Employee Central Payroll system.

3. Save your settings.

Next Steps

Only the selected infotypes are included in the replication of employee master data from Employee Central.

9.5 Mapping Options

Here is how you can map fields in Employee Central Payroll and everything you need to know about the priority that applies when overriding the standard mapping.

During the replication process of master data, errors can occur as a result of extending or overruling standard mapping. Use this table to check and fix, where applicable, your own mapping settings.

Prerequisite

In Employee Central Payroll, you can define your own characteristics for infotypes fields. For more information, refer to [Processing Required Fields, Read-Only Fields and Unused Fields](#).

Before you start mapping fields from Employee Central to Employee Central Payroll, check the fields settings in the Customizing for [Personnel Management](#) [Personnel & Organization](#) [Infotypes](#) [Infotypes for Employees](#) [Infotypes in Decoupled Infotype Framework](#) [Define Field Properties](#).

Mapping Options

→ Tip

Note that this table shows how the standard mapping is overridden in ascending order: when extending standard mapping, code values override it only partially while feature overrides it completely:

What?	Description	More info
Standard Mapping		Employee Master Data Replication Information [page 159]
Code Values	Check and fix, where applicable, the mapping code values for your fields.	Assignment of Code Values [page 116]
Wage Types	Check and fix, where applicable, the assignment of wage types for your fields.	Wage Type Processing [page 119]
Basic Extensibility	Check and fix, where applicable, your mapping of Employee Central standard and custom fields to infotypes.	Basic Extensibility: Mapping Employee Central Fields to Infotypes [page 124]
Advanced Extensibility (BADIs)	Check and fix, where applicable, the BADIs you use and how you redefine extensions.	Advanced Extensibility [page 126]

What?	Description	More info
Features	Check if you have activated features because they fully override the standard mapping of your field.	Features

9.5.1 Assignment of Code Values

Context

Here you can see the code value mapping as it is delivered by default, maintain properties for code value mapping and maintain code value mapping itself. You can also maintain date type mapping.

Procedure

1. In the Employee Central Payroll system, go to transaction `SPRO` and choose SAP Reference IMG.
2. Check the standard delivery in *Display Code Value Mapping as Delivered by SAP* under Customizing for [Personnel Management](#) [Settings for SuccessFactors Employee Central Payroll](#) [Assignment of Code Values For Point-to-Point Replication](#).
3. Choose *Maintain Properties for Code Value Mapping* under Customizing for [Personnel Management](#) [Settings for SuccessFactors Employee Central Payroll](#) [Assignment of Code Values For Point-to-Point Replication](#) to define for each *Data Type in Employee Central* the end and start date, alternative list IDs, the mapping mode, and whether or not the mapping is country/region-specific. You can also assign specific countries/regions or regions to data types.

→ Remember

If you assign country/region-dependency to a data type here, you also have to maintain the *ISO Code* for the corresponding code value mapping in Customizing activity *Maintain Code Value Mapping* (T77SFEC_CVMAPC).

You can choose from five mapping modes:

- *Identical mapping*
The values are mapped directly from the respective segment of the Employee Central Compound Employee API to the Employee Central data type.
- *Mapping via SAP table*
The values are mapped as delivered by SAP. For more information, see the Customizing activity *Display Code Value Mapping as Delivered by SAP* (T77SFEC_CVMAPS).
- *Mapping via customer table*
The values are mapped as specified by you in Customizing activity *Maintain Code Value Mapping* (T77SFEC_CVMAPC). The standard mapping as delivered in the SAP table isn't relevant here.

- [Mapping via SAP table or identical mapping](#)
The values are mapped as delivered by SAP. If there are values that aren't included in the default mapping, they're mapped identically.
 - [Mapping via customer table or identical mapping](#)
The values are mapped as specified by you in Customizing activity [Maintain Code Value Mapping](#) (T77SFEC_CVMAPC), if there are values that aren't mapped there, they're automatically mapped identically.
4. Choose [Maintain Code Value Mapping](#) under Customizing for ► [Personnel Management](#) ► [Settings for SuccessFactors Employee Central Payroll](#) ► [Assignment of Code Values For Point-to-Point Replication](#) ► to map the Employee Central code values to the Employee Central Payroll code values.

i Note

The Employee Central code values can be up to 128 characters long.

i Note

You can also specify * in field [ERP Code Value](#) for multiple Employee Central Data Types that have no explicit mapping.

5. Choose [Maintain Data Type Mapping](#) under Customizing for ► [Personnel Management](#) ► [Settings for SuccessFactors Employee Central Payroll](#) ► [Assignment of Code Values For Point-to-Point Replication](#) ► to define the mapping of Employee Central date fields to Employee Central Payroll date types.

→ Remember

You have to add infotype 0041 to the Technical User Template.

6. Choose [Maintain countries for IT0185 replication](#) under Customizing for ► [Personnel Management](#) ► [Integration Settings for SuccessFactors Employee Central Payroll](#) ► [Assignment of Code Values](#) ► [For Point-to-Point Replication](#) ► to enable the replication of infotype 0185 (Personal IDs) for specific countries/regions or regions from the National ID portlet or Work-permit block.

i Note

The replication of National IDs is enabled by default for Saudi Arabia, Hong Kong, Thailand, China, UAE, Egypt, India, and Oman via SAP Table HRSFEC_D_IT0185S. You can enable the replication of Personal IDs from National ID or Work permit block to infotype 0185 for any other countries/regions via Customer table HRSFEC_D_IT0185C

7. Choose [Maintain Date for replicating Personal ID from National ID Portlet](#) under Customizing for ► [Personnel Management](#) ► [Integration Settings for SuccessFactors Employee Central Payroll](#) ► [Assignment of Code Values](#) ► [For Point-to-Point Replication](#) ► to define the start date of infotype 0185 record replicated from National ID block.

i Note

By default, the hire date is configured as the start date of the infotype 0185 record replicated from National ID portlet for China, Egypt, Hong Kong, Oman, Saudi Arabia, and UAE via SAP table T77SFEC_DATEMAPS. If you enable the National ID replication for any other Country/Region, configure the corresponding [Start Date](#) via customer table T77SFEC_DATEMAPC.

9.5.2 Finding Inconsistencies in Assigned Code Values

A tool is provided to automatically check for inconsistencies between code properties and code mappings.

Prerequisites

You've completed the assignment of code values.

Context

When customizing in the IMG structure, you define code value properties for each *Data Type* and these data types must correspond to the code value mapping.

The properties are maintained in *Code value mapping properties (customer)* (T77SFEC_CVPROPC). The mapping is maintained in *Code value mapping (customer)* (T77SFEC_CVMAPC). Issues occur when the values in the properties and mapping areas aren't aligned.

Procedure

1. In the Employee Central Payroll system, go to transaction *SPRO* and choose *SAP Reference IMG*.
2. Choose *Configuration Check for Code Value Mappings and Properties* in the Customizing for ► *Personnel Management* ► *Integration Settings for SuccessFactors Employee Central Payroll* ► *Check Tools* ⌵.
3. Leave the *Employee Central Data Type* and *Variants* fields blank to search for all types.
4. Choose *Execute*.

Results

A table displays the inconsistencies of the Data Types that must be corrected.

Example Error Message	Correction Required
Marked as country/region dependent but no country/region-specific code value mapping found	Errors occur when the <i>Code Value Properties</i> are different than those values maintained in the <i>Code Value Mapping</i> . Ensure that property values are country/region-dependent and create country/region-specific mapping entry in <i>Code Value Mapping</i> .
Marked as country/region independent but no generic code value mapping found	Ensure that entry in the <i>ISO code</i> column of <i>Code Value Mapping</i> is blank [empty]. A blank entry applies to all countries/regions.

9.5.3 Assigning Key Mapping of Organizational Data

Procedure

1. In the Employee Central Payroll system, go to transaction `SPRO` and choose [SAP Reference IMG](#).
2. Select [Assign External Cost Center Keys to Internal Cost Center Key](#) in the Customizing for [Personnel Management](#) > [Integration Settings for SuccessFactors Employee Central Payroll](#) > [Assignment of Key Mapping of Organizational Data](#) to assign the Employee Central external cost center keys to the internal cost center keys in Employee Central Payroll.
3. Select [Assign External Company Code Keys to Internal Company Code Keys](#) in the Customizing for [Personnel Management](#) > [Integration Settings for SuccessFactors Employee Central Payroll](#) > [Assignment of Key Mapping of Organizational Data](#) to assign the Employee Central company code keys to the company code keys in Employee Central Payroll.
4. Select [Assign Place of Work Keys to Internal Place of Work Keys](#) in the Customizing for [Personnel Management](#) > [Integration Settings for SuccessFactors Employee Central Payroll](#) > [Assignment of Key Mapping of Organizational Data](#) to assign the place of work keys of Employee Central (for example Location) to the place of work keys in Employee Central Payroll.

9.5.4 Wage Type Processing

Find out how to customize wage type processing in Employee Central Payroll.

Context

Note

In general, only wage types with time constraints 1 and 2 are replicated to Employee Central Payroll. Time constraint 3 is supported only for wage types in infotypes 0015 and 0267.

Procedure

1. Assign combinations of country/region and non-recurring payment wage types to the infotype 0015 (Additional Pay) or 0267 (Additional off-cycle Payments) in the Customizing for [Integration Settings for SuccessFactors Employee Central Payroll](#) > [Wage Type Processing](#) > [Assign Non-Recurring Payment Wage Types to Infotypes](#).
2. Define all combinations of country/region and recurring payment wage type (called [pay component](#) in Employee Central) that may occur during replication, and assign these combinations to infotypes 0008

(Basic Pay) or 0014 (Recurring Payments/Deductions) in the Customizing for ► [Integration Settings for SuccessFactors Employee Central Payroll](#) ► [Wage Type Processing](#) ► [Assign Wage Types to Infotypes](#) ►.

3. Assign currencies to wage types in the Customizing for ► [Personnel Management](#) ► [Integration Settings for SuccessFactors Employee Central Payroll](#) ► [Wage Type Processing](#) ► [Assign Currencies to Wage Types](#) ►.

There are two types of currencies. Firstly, the currency the system expects because the wage types country/region grouping. These currencies have two decimal places. Secondly, artificial currencies you can create with more than two decimal places. In this Customizing activity you assign, per wage type, which artificial currency, with how many decimal places the replicated currency is converted to.

For example, you want to store the amount of 10.125 USD in your system. First, create a currency with three decimal places and assign it to the respective wage type. If you don't, the system will automatically round up and store the amount 10.13 USD.

For more information on creating and maintaining currencies, see the relevant documentation in ► [SAP Customizing Implementation Guide > SAP Netweaver](#) ► [General Settings](#) ► [Currencies](#) ►

9.5.4.1 Checking Pay Component and Wage Type Configuration

Find out how to run RP_HRSFEC_CHECK_PAYC_WAGETYPE check report.

Prerequisites

There is an RFC destination established in the running Employee Central Payroll system by using the Configuration Report for Employee Central Payroll (RP_HRSFEC_PTP_CONFIGURATION). If the RFC connection is not set up, it is displayed in the application log.

Context

You use the [Pay Component and Wage Type Configuration](#) check report to get an overview of the pay components (from SAP SuccessFactors Employee Central) and the equivalent mapped wage types (from SAP SuccessFactors Employee Central Payroll). All the wage types in the payroll system are shown, even if they are not mapped to an Employee Central Pay Component. The report can help you to find inconsistent data and check that the properties are set up correctly. For example, the report can help you to identify if the assignment of a particular wage type to an infotype is permitted or if it should be assigned to another infotype.

The Employee Central Payroll system reads the data from the Employee Central system with oData API.

Procedure

1. There is an automated import (OData) from the Employee Central system displayed.
2. Under [Country Grouping](#), choose the relevant country of the Employee Central Payroll mapping and wage types.

i Note

Note that country-independent attendance and absence types are processed.

3. In the [Wage Type](#) field, you can include or exclude wage types which should be used for the selection of the data.

i Note

Records belonging to the selected wage type are listed. Additionally, Employee Central Pay Components are being displayed.

4. If you want to hide any entries that do not require any further changes, choose [Hide correct entries](#). Please note the following:
 - Employee Central pay components which are not mapped, are displayed in the list, and need further configuration.
 - All records with an error are displayed in the list.
 - Corresponding records belonging to the same pay components and wage types are still displayed for completeness.
5. (Optional) Select your own variant of this report under [Layout Variant](#). You can use existing variants for including or excluding wage types.
6. Run the report.

Results

The standard screen layout is divided into different sections, which are highlighted in different colors:

- Blue (Validity Period):
The time period displayed under [Start Date](#) and [End Date](#) is relevant for each row separately, including pay component, mapping, and payroll data.
- Green (Employee Central Data):
Displays pay component properties including [External Code](#), [Pay Component Description](#), [Status](#), [Pay Component Type](#), [Currency](#), [Frequency Code](#), [Is Earning](#), and [Is Recurring](#).
- Yellow (Employee Central Payroll Data):
Displays wage type properties such as [Wage Type](#) and [Wage Type Text](#).
 - The actual assignment of wage type to infotype is indicated under [Wage Type Assigned to ITXXX](#). The possible infotypes are IT0008, IT0014, IT0015, and IT0267.
 - The infotype to which the wage type is meant to be assigned is given under [Wage Type Assigned to ITXXX](#).

- Red (Error):
The following errors are indicated in this block:
 - *Wrong Deduction*: The operation indicator for wage type is wrong and must be corrected.
 - *Wage Type text missing*
 - *Assignment to IT0008, IT0014, IT0015, IT0267 not permitted*
 - *Overlapping time validity*: Shows if the start and end date of a pay component or wage type change overlap. Please correct the database table entry given in that column, so the report can process the other checks for this entry.

If pay component or wage type properties have been added or changed in any of the systems, a row is added to the list. This row shows the new or changed values.

You can also download the report to Microsoft Excel.

9.6 Extensibility

There are various ways you can extend or overrule standard mapping between Employee Central employee data fields and infotypes in Employee Central Payroll. Here's what you can do with Extensibility.

[Things to Consider Before Working with Extensibility in Employee Central Payroll \[page 123\]](#)

Find out what you have to consider when using extensibility.

[Basic Extensibility: Mapping Employee Central Fields to Infotypes \[page 124\]](#)

With basic extensibility, you can extend standard and custom fields from Employee Central in the Employee Central Payroll system.

[Advanced Extensibility \[page 126\]](#)

Find out how you use Business Add-Ins (BAI) to enhance the SAP default logic for specific infotypes.

[Replicating Custom MDF Objects \[page 133\]](#)

Configure the data replication of a custom MDF object from Employee Central to Employee Central Payroll.

[Refining the Mapping of Address Information \[page 134\]](#)

Find out how to refine the mapping of address information from Employee Central to Employee Central Payroll for replication purposes.

[Refining the Mapping of Payment Information \[page 137\]](#)

Find out how to refine the mapping of Payment Information from Employee Central to Employee Central Payroll for replication purposes.

9.6.1 Things to Consider Before Working with Extensibility in Employee Central Payroll

Find out what you have to consider when using extensibility.

Prerequisites

i Note

Depending on the complexity of your business requirements, using extensibility in Employee Central Payroll may require a good knowledge of data models in Employee Central, the Employee Central Compound Employee API, and the SAP HCM Infotype Framework as well as knowledge of payroll integration and the inbound Web service `EmployeeMasterDataBundleReplicationRequest_In`.

What You Need to Consider

- Make sure that you don't fill the following Employee Central fields using extensibility. They're used as filter criteria for master data replication and are also essential in the replication of time data. For that reason, fill them in the *Job Information* and *Compensation Information* blocks:
 - *Pay Group*
 - *Employment Type*
 - *Employee Class*
- Changes in standard replicated fields that affect the calculation of key fields can lead to unexpected side effects.

i Note

We strongly recommend that you test your customizing in PA30 before implementing BADIs.

- Make sure that you use extensibility to fill Employee Central Payroll **key fields** such as:
 - *Personnel Number* (PERNR)
 - *Infotype* (INFTY)
 - *Subtype* (SUBTY)
 - *Object Identification* (OBJPS)
 - *Lock Indicator for HR Master Data Record* (SPRPS)
 - *Begin Date* (BEGDA)
 - *End Date* (ENDDA)
 - *Sequence Number* (SEQNR)
- Make sure that you use the provided BADIs in a way that don't cause conflicts with the standard replication. This can happen if you modify data via interfaces that indirectly influence the standard processing, such as

using the Infotype Framework or direct database access. Therefore, we recommend that you carefully test your BAdI implementation.

The following includes a list of things you have to consider when implementing BAdIs:

- Update the infotype framework only using methods provided by class `CL_HRSFEC_SERVICE_LIB`. For more information about BAdIs, refer to Related Information.
- Don't call the commit statement and the methods `FLUSH` or `INITIALIZE` of the infotype framework in the BAdIs.
- Don't update your own database tables that are related to personal numbers as it is impossible to roll back data in case of errors.
- Don't call the commit statement and the method `FLUSH` of the infotype framework in the BAdIs.
- Don't initialize the buffer of the infotype framework.
- Don't lock or unlock the personal number.
- Don't update time data infotypes because they use a different framework.
- Don't activate BAdI `HRPAYUS_CLD_EI_TRACK_PERNR` If you need this feature, use report `RPCPAYUS_CLD_NOTIFY_BSI`.
- If you have to change infotype data after replication, don't implement the BAdI `HRPAD00INFTYDB`. Doing so leads to retro-calculation to the start date of each changed record. Instead, BAdIs from enhancement point `HRSFEC_CE_MASTER_DATA_REPL` should be used for this purpose.

Related Information

[Implementing BAdIs for Updating the Infotype Framework \[page 129\]](#)

9.6.2 Basic Extensibility: Mapping Employee Central Fields to Infotypes

With basic extensibility, you can extend standard and custom fields from Employee Central in the Employee Central Payroll system.

Prerequisites

Make sure that you have read and understood all of the instructions and warnings listed in [Things to Consider Before Working with Extensibility in Employee Central Payroll \[page 123\]](#).

Context

You can map standard and custom fields from Employee Central blocks to Employee Central Payroll infotypes as listed in the following table:

Employee Central Node Name	Employee Central Payroll Infotype	Target Fields in Employee Central Payroll
Job Information	Organizational Assignment (0001)	All Employee Central Payroll and custom fields
Personal Information	Personal Data (0002)	All Employee Central Payroll and custom fields
Job Information	Planned Working Time (0007)	All Employee Central Payroll and custom fields
Job Information	Basic Pay (0008)	TRFGR, TRFST, BSGRD, DIVGV, STVOR, ANSAL, ANCUR, CPIND
Compensation Information	Basic Pay (0008)	TRFGR, TRFST, BSGRD, DIVGV, STVOR, ANSAL, ANCUR, CPIND
Employee Cost Assignment Item	Cost Distribution (0027)	AUF and PSP
Alternative Cost Distribution Item	Cost Distribution (0027)	AUF and PSP

⚠ Caution

Don't overrule Employee Central Payroll standard key mapping fields like `BUKRS` as it can lead to functional errors.

Procedure

- Go to the Customizing for [Personnel Management](#) > [Integration Settings for SuccessFactors Employee Central Payroll](#) > [Extensibility](#) > [Define Extensibility of Field Assignment \(V_HRSFEC_EXTMAP\)](#).
- Choose the relevant information you want to extend in the dropdown list of the [Employee Central Node Name](#) field in view `V_HRSFEC_EXTMAP`.

❖ Example

Standard field in [Job Information](#) to the [Organizational Assignment](#) (0001) infotype

You want to map the [contract_type](#) field from Employee Central to the `ANSVH` (Work contract) field of the [Personnel Structure](#) section from 0001 in Employee Central Payroll.

- Make sure that the data type field [contract_type](#) is available in Employee Central.

- In the `V_HRSFEC_EXTMAP` view, press F4 in each column to select the respective value. For example, press F4 in the *Employee Central Node Name* field. You get the list of *EC node names*, select *job_information*.

Employee Central Node Name	EC Element	Infotype	Field	Data Type in Employee Central
job_information	contract-type	0001	ANSVH	CONTRACT_TYPE

❖ Example

Custom field in Job Information to the *Organizational Assignment* (0001) infotype

You want to map the *custom_double20* field from Employee Central to the `MSTBR` (Supervisor) field of the *Organizational Plan* section from Infotype 0001 in Employee Central Payroll.

- Make sure that the data type field *custom_double20* is available in Employee Central.
- In the `V_HRSFEC_EXTMAP` view, press F4 in each column to select the respective value. For example, press F4 in the *EC Element* column. You get the list of *EC Elements*, select *custom_double20*.

Employee Central Node Name	EC Element	IType	Field	Data Type in Employee Central
job_information	custom_double20	0001	MSTBR	

Related Information

[Dates - Infotype 0041 \[page 263\]](#)

[Assignment of Code Values \[page 116\]](#)

9.6.3 Advanced Extensibility

Find out how you use Business Add-Ins (BAdI) to enhance the SAP default logic for specific infotypes.

Concept

You can use the following BAdIs that are part of the `HRSFEC_CE_MASTER_DATA_REPL` Enhancement Spot. For details about how to implement the BAdIs, read the system documentation.

[Implementing BAdIs to Enhance Already Mapped Master Data \[page 127\]](#)

Correspond to BAdIs that are processed after the standard mapping logic but before the infotype update. Infotype data has been mapped in the standard mapping. Later, you use these BAdIs to extend or modify the mapping logic for infotypes of the standard set, for example when basic extensibility isn't sufficient.

[Implementing BAdIs for Updating the Infotype Framework \[page 129\]](#)

Use these BAdIs to extend the replication scope to infotypes that aren't a part of the standard set. The comparison between old data and mapped data and the update to the Infotype Framework has to be done in the BAdI.

[Other Useful Business Add-Ins \(BAdIs\) \[page 132\]](#)

Here is a list of BAdIs that you can implement for specific use cases in Employee Central Payroll.

[BAdIs for Payroll Tasks \[page 132\]](#)

With these BAdIs, you can override the standard behavior of Payroll Tasks.

9.6.3.1 Implementing BAdIs to Enhance Already Mapped Master Data

Correspond to BAdIs that are processed after the standard mapping logic but before the infotype update. Infotype data has been mapped in the standard mapping. Later, you use these BAdIs to extend or modify the mapping logic for infotypes of the standard set, for example when basic extensibility isn't sufficient.

Prerequisites

Make sure that you have read and understood all of the instructions and warnings listed in [Things to Consider Before Working with Extensibility in Employee Central Payroll \[page 123\]](#).

Context

You use these BAdIs to adapt already mapped infotype-specific fields to your needs. You don't need to update the Infotype Framework in the BAdI.

Procedure

- Go to the Customizing for [Personnel Management](#) [Integration Settings for SuccessFactors Employee Central Payroll](#) [Extensibility](#) [Business Add-ins for Point-to-Point Replication](#) and select the BAdI you want to implement.

Check the following table that shows you which Employee Central information you can map to which infotype. All custom fields of the respective Employee Central objects are also available in the BAdIs. All the employee XML data returned by the Employee Central Compound Employee API is available as well:

Source Employee Central objects	BAdI for Infotype
Job Information, Compensation Information	HRSFEC_B_CE_CHANGE_IT0001 (Organizational Assignments)
Personal Details, National ID information	HRSFEC_B_CE_CHANGE_IT0002 (Personal Data)
Global Information, Challenge group / Challenge type	HRSFEC_B_CE_CHANGE_IT0004 (Challenge Information)
Address Information	HRSFEC_B_CE_CHANGE_IT0006 (Addresses)
Job Information	HRSFEC_B_CE_CHANGE_IT0007 (Planned Working Time)
<div> <div>i Note</div> <p>Make sure that you include all dependent fields of a given key field when you use a BAdI.</p> <div> <div>♣ Example</div> <p>All fields dependent on the key field <code>EMPCT</code> like <code>JRSTD</code>, <code>MOSDT</code>, <code>WOSTD</code> must be calculated using this BAdI.</p> </div> </div>	
Job Information, Compensation Information	HRSFEC_B_CE_CHANGE_IT0008 (Basic Pay) Make sure that the calculated value of the <code>ANSAL</code> field is correct because it relies on replicated values such as <i>Amount</i> of IT0008.
Payment Information	HRSFEC_B_CE_CHANGE_IT0009 (Bank Details)
Job Information, Compensation Information (Recurring Payments/Deductions)	HRSFEC_B_CE_CHANGE_IT0014 (Recurring Payments/Deductions)
Job Information, Spot Bonus (Additional Payments), and One Time Deductions (Additional Deductions)	HRSFEC_B_CE_CHANGE_IT0015 (Additional Payments) <div> <div>i Note</div> <p>Adapt the <i>Sequence Number</i> field every time you modify key fields like <i>Wage Type</i> and <i>Begin Date</i>. An example of implementation is provided in the <code>MAP_ADDITIONAL_PAYMENTS</code> method of the <code>CL_HRSFEC_EE_MDR_COMP_XX</code> class.</p> </div>
Employee and Employment Information	HRSFEC_B_CE_CHANGE_IT0016 (Contract Elements)
Person	HRSFEC_B_CE_CHANGE_IT0021 (Family Member/Dependents)
Job Information, Cost Distribution	HRSFEC_B_CE_CHANGE_IT0027 (Cost Distribution)
Job Information, Employment Information	HRSFEC_B_CE_CHANGE_IT0041 (Date Specifications)
Email Information	HRSFEC_B_CE_CHANGE_IT0105 (Email data)
Personal Information, National ID Card, Work permit	HRSFEC_B_CE_CHANGE_IT0182 (Alternative Names in Asia)

Source Employee Central objects	BAdI for Infotype
Job Information, Spot Bonus (Additional Payments) and One Time Deductions (Additional Deductions)	HRSFEC_B_CE_CHANGE_IT0185 (Personal IDs)
Employee ID	HRSFEC_B_CE_CHANGE_IT0709 (Person ID)
Employee and Employment Information	HRSFEC_B_CE_CHANGE_IT0267 (Additional Off-Cycle Payments)
	<div> <i>i</i> Note <p>Adapt the <i>Sequence Number</i> field every time you modify key fields like <i>Wage Type</i> and <i>Begin Date</i>. An example of implementation is provided in the MAP_ADDITIONAL_PAYMENTS method of the CL_HRSFEC_EE_MDR_COMP_XX class.</p> </div>
Higher Duty of Temporary Assignment	HRSFEC_B_CE_CHANGE_IT0508 (Prior service) and HRSFEC_B_CE_CHANGE_IT0509 (Activity with Higher Rate of Pay)

9.6.3.2 Implementing BAdIs for Updating the Infotype Framework

Use these BAdIs to extend the replication scope to infotypes that aren't a part of the standard set. The comparison between old data and mapped data and the update to the Infotype Framework has to be done in the BAdI.

Prerequisites

You need the generic update logic to update mapped infotype data in the Infotype framework. The methods of the CL_HRSFEC_SERVICE_LIB class that handle the update logic are the following:

1. For generic update:

Method	Description
UPDATE_MASS_PNNNN_DATA_OBJPS	Update mass infotype records via framework - support objps.
UPDATE_MASS_PNNNN_DATA	Update mass infotype records via framework.
UPDATE_MASS_PNNNN_DATA_SUBTY	Update mass infotype records via framework - subtype- specific.
UPDATE_TC3_PNNNN	Update logic for tc3 records.

2. For specific update or read:

Method	Description
ITF_CREATE	Create infotype data.
ITF_DELETE	Delete infotype data.
ITF_MODIFY	Modify infotype data.
ITF_CREATE_WITH_PRELP	Create infotype data by using prelp structure.
ITF_READ	Read single infotype data.
ITF_READ_ALL	Get all records of an infotype for a given personnel number.
ITF_READ_FOR_MODE	Read single data for mode.

i Note

Time Constraint 3 is only supported for infotypes 0015 and 0267. Create your own update logic if you want to use time constraint 3 for all other infotypes.

The main principles of the generic update logic consist of the following:

- Comparison of old and new data: to avoid unnecessary updates, the system compares old and mapped data. Some fields aren't filled by the replication service but are automatically filled by the infotype framework. To take these automatically filled fields into account, the system executes a trial creation with mapped data that fills these infotypes. The content of the infotype that was created during trial mode is compared to the old data. If no differences are found, the next mapped infotype record is checked.
- Update of the infotype framework: if only minor changes to the infotype data are detected that don't lead to unwanted recalculation during the payroll run, the infotype data is updated with the modify statement. Once the replication service finds the first major change (for example new data), all updates are executed with the create statement of the infotype framework.

Context

You implement these BADIs if you want to fill additional infotypes in Employee Central Payroll based on the information passed on in the inbound message for employee Master Data Replication.

To help you decide which BADI is most suitable for your integration project, here is an overview of the respective advantages:

HRSFEC_B_CE_PROCESS_EMPLOYEE: Employee data based BADI	HRSFEC_B_CE_PROCESS_ET: Employment data based BADI
The complete <code>Employee</code> node is accessible as import parameter.	It's only called for personnel numbers relevant to the <code>EmployeeItem</code> node.
It's called for all personnel numbers relevant for an employee in Employee Central.	n/a
n/a	The work agreement items relevant for the personnel number are already calculated and passed in as import parameters.
Employee key mapping is provided for all personnel numbers relevant for an employee in Employee Central.	The employee key mapping relevant for the personnel number is already calculated and passed in as import parameter.

HRSFEC_B_CE_PROCESS_EMPLOYEE: **Employee data based BAdI**

Provides reference to an instance of CL_HRSFEC_CE_PERSON_PROVIDER with access to the employee XML data returned by the Employee Central Compound Employee API.

HRSFEC_B_CE_PROCESS_ET: **Employment data based BAdI**

n/a

Procedure

- Go to Customizing for [Personnel Management](#) > [Integration Settings for SuccessFactors Employee Central Payroll](#) > [Extensibility](#) > [Business Add-ins for Point-to-Point Replication](#).

Select the BAdI you want to implement:

BAdI	Description
HRSFEC_B_CE_PROCESS_EMPLOYEE	<p>The BAdI is processed separately for each personnel number that is associated with an employee in Employee Central. This makes it possible for you to further process employee data for a personnel number after the standard processing logic is completed. However, you can't use this post-processing step to heal any replication errors detected by standard processing.</p> <p>The following are simple example implementations you can use:</p> <div><p>❖ Example</p><ul style="list-style-type: none">CL_HRSFEC_EC_PROC_EE_1_CECL_HRSFEC_EX_PROC_EE_2_CECL_HRSFEC_EX_PROC_EE_3_CE</div>
HRSFEC_B_CE_PROCESS_ET	<p>The BAdI is processed separately for each personnel number that is associated with an employee's employment information in Employee Central. This makes it possible for you to further process employment data for a personnel number after the standard processing logic is completed. However, you can't use this post-processing step to heal any replication errors detected by standard processing.</p> <p>The following is a simple example implementation you can use:</p> <div><p>❖ Example</p><p>CL_HRSFEC_EX_PROC_ET_CE_1</p></div>

Related Information

[Using Time Constraint 3 with Existing 0015 or 0267 Infotype Records \[page 248\]](#)

9.6.3.3 Other Useful Business Add-Ins (BAdIs)

Here is a list of BAdIs that you can implement for specific use cases in Employee Central Payroll.

Before implementing the following BAdIs, make sure that you have read and understood all of the instructions and warnings listed in [Things to Consider Before Working with Extensibility in Employee Central Payroll \[page 123\]](#).

BAdI	Description
HRSFEC_B_CE_EXT_PERNR_MAP	You can change the mapping of external personnel numbers.
HRSFEC_B_CE_DECIDE_HIRE_REHIRE	<div><p>You implement this BAdI to determine whether replicated employee master data triggers a new personnel number (meaning the action hire is executed) or not.</p><div>⚠ Caution Employee Central allows enforcing new employment using business rules. Ensure alignment between the Decide on Hire or Rehire BAdI and the Employee Central business rules to prevent replication errors.</div></div>
HRSFEC_B_EXCLUDE_FROM_DELET	<div><p>You implement this BAdI if you have maintained subtypes manually and want to exclude them from deletion. For more information, refer to the system documentation in the Customizing for Personnel Management > Integration Settings for SuccessFactors Employee Central Payroll > Extensibility > BAdI: Exclude Infotype Records from Deletion.</p></div>

Related Information

[Defining Settings in Personnel Administration \[page 85\]](#)

9.6.3.4 BAdIs for Payroll Tasks

With these BAdIs, you can override the standard behavior of Payroll Tasks.

Before implementing the following BAdIs, make sure that you have read and understood all of the instructions and warnings listed in [Things to Consider Before Working with Extensibility in Employee Central Payroll \[page 123\]](#).

BAdI	Description
HRSFEC_B_CE_MNT_ADDR_CHANGE	You can override the payroll task type Address Change .
HRSFEC_B_CE_MNT_MARIT_CHANGE	You can override the payroll task type Marital Status Change .
HRSFEC_B_CE_MNT_DEPEN_CHANGE	You can override the payroll task type Dependents Change .

Related Information

[Triggering Payroll Data Maintenance Task Types \[page 57\]](#)

9.6.4 Replicating Custom MDF Objects

Configure the data replication of a custom MDF object from Employee Central to Employee Central Payroll.

Prerequisites

Before configuring the replication of custom MDF objects in the Employee Central Payroll system, check the following requirements described in [Extending the API with MDF Objects](#):

1. Your custom MDF object is visible for the Employee Central Compound Employee API, and the MDF version history is activated.
2. Your customer object is specified in the [Object Type](#) field of the [Compound Employee API Object Types](#) MDF object.

Context

In Employee Central, you can create custom MDF objects in order to store employee-specific data. It can happen that you want to replicate this data to Employee Central Payroll.

The Employee Central Compound Employee API supports the replication of custom MDF object from Employee Central to Employee Central Payroll.

i Note

You can register only MDF objects for employee master data. You can't register objects for transactional data, such as employee time data. Objects for transactional data lead to memory issues.

Procedure

1. Go to the Customizing for ► [Personal Management](#) ► [Integration Settings for Employee Central Payroll](#) ► [Configuration of Point-to-Point Replication](#) ► [Configure Compound Employee API Query](#) ►.
2. Select the [Configuration ID](#) and choose [Query Segments](#).
3. Specify your custom object as a segment in the [Query Segment](#) list.

Results

Your custom MDF object is included in the replication. You can access it using all Employee Central Payroll BADIs containing the input parameter `IO_CE_PERSON_DATA_PROVIDER`.

9.6.5 Refining the Mapping of Address Information

Find out how to refine the mapping of address information from Employee Central to Employee Central Payroll for replication purposes.

Address information is replicated from Employee Central to the [Addresses](#) infotype (0006) using the `Compound Employee API`. The steps are the following:

1. Mapping of the Employee Central Compound Employee address segment to the structure `PAD_SFEC_EMPLOYEE_ADDRESS_INFO` that is derived from a Global Data Type definition `EmployeeAddressInformation` in Namespace `http://sap.com/xi/EA-HR`. This structure contains a substructure `PAD_SFEC_PHYSICAL_ADDRESS` for the physical address.
2. Mapping of the `PAD_SFEC_EMPLOYEE_ADDRESS_INFO` structure to infotype 0006 and, if necessary , its secondary infotype, for countries/regions like Columbia, Thailand and South Africa.

Both steps are related to method calls in subclasses of the `CL_HRSFEC_ADDR_MAPPING_XX` class. The replication process calls first the `MAP_ADDRESS_INFO_CE_TO_PRX` method, then the `PROCESS_ADDRESS` method.

Take a look at the mapping of address information:

Countries/Regions	Mapping Mode
Countries/Regions listed under An Introduction to Country/Region Specifics for Employee Central Payroll	<p>A standard mapping is provided:</p> <ol style="list-style-type: none">1. An address model is provided for each country/region.2. A mapping class is provided for each country/region. You can override the standard mapping class by implementing your own mapping class and add it to the table <code>T77SFEC_ADR_IMPC</code>.

Countries/Regions	Mapping Mode
Countries/Regions listed in Appendix .	<p>Here are the settings needed for the replication process:</p> <ol style="list-style-type: none"> 1. An address model is provided for the country/region you want to implement or you can add it. 2. No mapping class is provided in standard. The system uses the international address-mapping class <code>CL_HRSFEC_ADDR_MAPPING_99</code> available in table <code>T77SFEC_ADR_IMPS</code>. You can override the international mapping class by implementing your own mapping class and add it to table <code>T77SFEC_ADR_IMPC</code>.

Countries/Regions

Non-localized Countries/Regions

Mapping Mode

Here are the settings needed for the replication process:

1. There is no country/region-specific address model for non-localized countries/regions. A mapping is implemented with a minimal set of international fields from the `Compound Employee API` to the `PAD_SFEC_EMPLOYEE_ADDRESS_INFO` structure. This mapping is triggered from the following element:

Sample Code

```
<is_global_modal_address>
```

Minimal Set of Mapping

Address information in Employee Central Com- pound Employee API	PAD_SFEC_EM- PLOYEE_AD- DRESS_INFO
address_type	ADDRESS_US- AGE_CODE-CONTENT
address1	CARE_OF_NAME
address2	STREET_NAME
address3	STREET_SUFFIX_NAME
city	CITY_NAME
Country/Region	COUNTRY_CODE
county	DISTRICT_NAME
zip_code	STREET_POSTAL_CODE
Country or region, state, and province	REGION_CODE-CON- TENT

For more information about the logic, refer to [Address Information](#).

2. No mapping class is provided in standard. The system uses the international address-mapping class `CL_HRSFEC_ADDR_MAPPING_99` available in table `T77SFEC_ADR_IMPS`. You can override the international mapping class by implementing your own mapping class and add it to table `T77SFEC_ADR_IMPC`.

Countries/Regions	Mapping Mode
Countries/Regions not supported in Employee Central Payroll	Maintain first the code values in the Region field in the T005S table. If the values you enter differ from the values stored in Employee Central, enter the country/region-specific code value mapping for the data type REGION.

9.6.6 Refining the Mapping of Payment Information

Find out how to refine the mapping of Payment Information from Employee Central to Employee Central Payroll for replication purposes.

During the replication of employee data from Employee Central to Employee Central Payroll, payment information is mapped to the [Bank Details](#) (0009) infotype and, where applicable, its secondary infotype. During the replication process, a bank details class related to the country/region code of the replicated bank is processed. The country/region-specific mapping class must be a sub class of the CL_HRSFEC_BANK_DET_MAP_XX class to call the MAP_PAYMENT_INFO_DETAIL method that includes the country/region-specific logic.

Look at the mapping of bank details by country or region:

Country/Region	Mapping Mode
All countries/regions listed in Overview of Countries	Standard mapping: Each country or region has its own standard mapping class.
Other countries/regions	No standard mapping is available.

i Note

Only the account number is mapped to the [BANKN](#) field of infotype 0009.

i Note

The CL_HRSFEC_BANK_DET_MAP_XX class in table T77SFEC_BANKMAPC is used for countries/regions that don't have their own bank details mapping class registered.

OR

You can use your own bank details mapping class that you register by specifying the related ISO-2 country/region code in the T77SFEC_BANKMAPC table.

Using a Custom Bank Details Mapping Class

To redefine bank details mapping with respect to further country/region-specific requirements, proceed as follows:

1. Create a new country/region-specific bank details mapping class in the customer name space as subclass of class `CL_HRSFEC_BANK_DET_MAP_XX`.

i Note

Make sure that the `MAP_PAYMENT_INFO_DETAIL` method calls the country/region-specific logic in your sub class.

2. Register the newly created bank details mapping class in customizing table `T77SFEC_BANKMAPC` using transaction `SM30`.

To extend or change the mapping of the `PAD_SFEC_CE_PAYM_INFO_DETAIL` structure of the Employee Central Compound Employee API query, adapt your own bank details mapping class so that it modifies the behavior of the `MAP_PAYMENT_INFO_DETAIL` method.

→ Tip

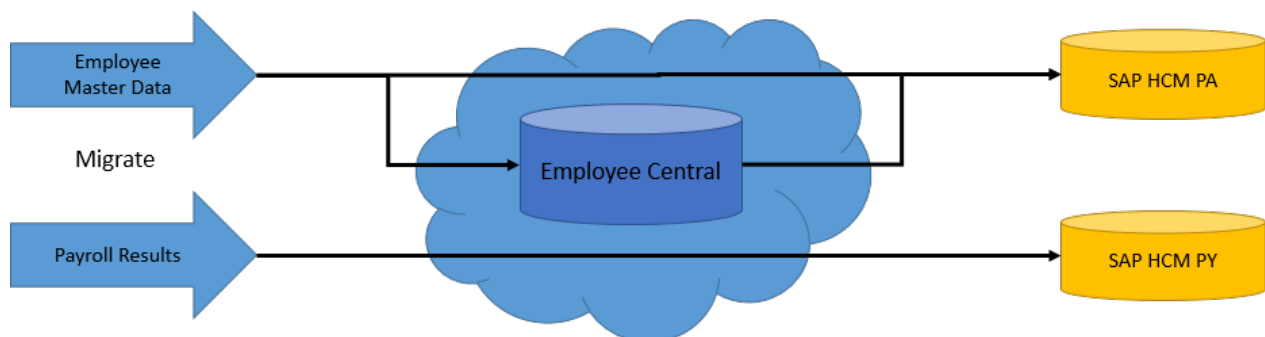
Alternatively, you can implement the `HRSFEC_B_CE_CHANGE_IT0009` BAdI to reflect customer-specific requirements for payment information not covered by the standard Employee Central Payroll employee replication process.

9.7 Migration and Cutoff Scenario

In the data migration and cutoff phase, you transition your production environment from the old system into Employee Central Payroll. During this phase, it's important that you cover the overlap from when Employee Central Payroll is live until the old system has been shut down.

Example of a Typical Migration Scenario

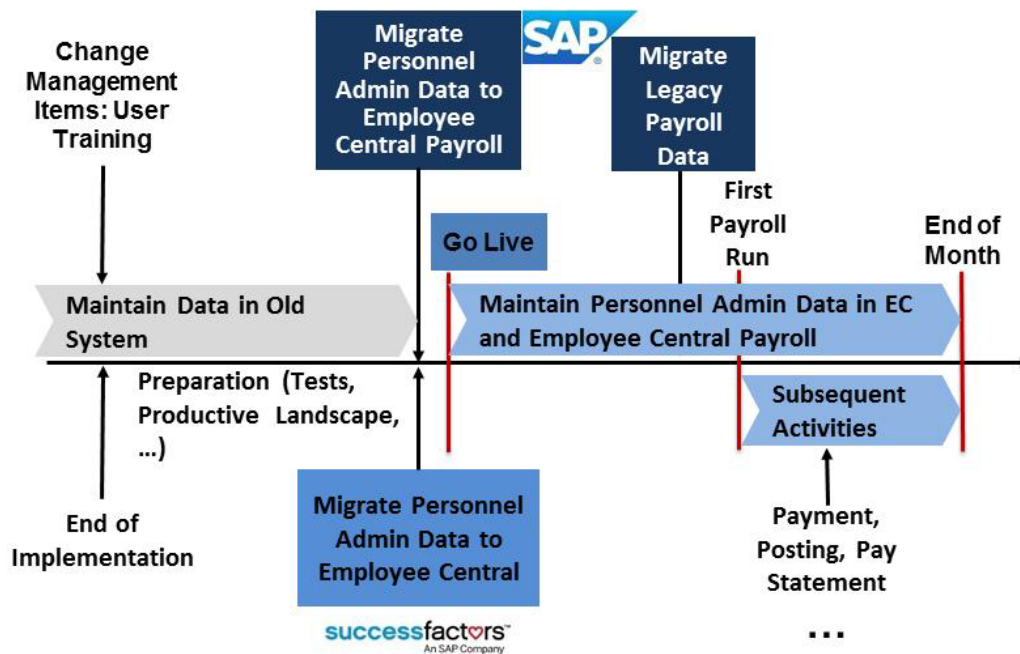
The following provides an overview of a typical cutoff process. You can adapt it to your specific needs.



Planning Migration Activities

We recommend that you plan your cutoff scenario and include the migration activities to it. The specific activities depend on the requirement of your company and therefore need to be planned individually as shown in the following graphic:

Cutover Activities in the Onboarding Process



[Transferring Replicated Employee Data to Employee Central Payroll \[page 140\]](#)

Find out which configuration steps are required for the different initial load use cases.

[Migrating Non-Replicated Personnel Administration Data \[page 148\]](#)

Employee data that isn't maintained in Employee Central like deductions, tax information, social insurance information must be brought directly from the legacy system into the infotypes of Employee Central Payroll. There are various tools in Employee Central Payroll that you can use for this legacy data transfer. One tool is, for example, the Legacy System Migration Workbench (LSMW).

[Transferring Legacy Data Before First Payroll Run \[page 150\]](#)

Find out how to transfer data from your old system into Employee Central Payroll using Payroll Germany as example.

9.7.1 Transferring Replicated Employee Data to Employee Central Payroll

Find out which configuration steps are required for the different initial load use cases.

The initial transfer of employee data to Employee Central Payroll is done using the standard data replication, say, the initial load. This replication assigns personnel numbers (PERNR) to employees.

→ Remember

Employee Central and Employee Central Payroll have their own data models. For more information, see the [Employee Master Data Replication Information \[page 159\]](#) documentation.

Before starting the initial load, ask the following questions to decide on the scenario to adopt:

- How to deal with the history of employee data? For more information, refer to *Using the Full Transmission Start Date*.
- How to deal with employees and employment that won't be accounted in the Employee Center Payroll system? For more information, refer to *Limiting the Replication Scope Using Organizational Criteria*.

[Using the Full Transmission Start Date \[page 140\]](#)

Here's how you use the full transmission start date in Employee Central Payroll.

[Limiting the Replication Scope Using Organizational Criteria \[page 147\]](#)

This document describes how to limit the replication scope using organizational criteria.

9.7.1.1 Using the Full Transmission Start Date

Here's how you use the full transmission start date in Employee Central Payroll.

Basic Concept

Use the full transmission start date (FTSD) to reduce the amount of data that is transferred from Employee Central to Employee Central Payroll. Set the *FTSD* in the Customizing for ► [Personnel Management](#) ► [Integration Settings for SuccessFactors Employee Central Payroll](#) ► [Configuration of Point-to-Point Replication](#) ► [Configure Compound Employee API Query](#) ►.

What happens when you set the FTSD?

- Only records that are valid on or after the *FTSD* are extracted from Employee Central.

i Note

Before setting the FTSD, make sure that you've corrected all replication errors prior to this date. Otherwise, master data isn't replicated and taken into account during the payroll run.

- The replication doesn't touch any infotype record with validity ending before the *FTSD*.

- The replication doesn't allow changes to infotype records with validity starting before the [FTSD](#). In such cases an error occurs and the employee can't be replicated.
- The replication allows changes to infotype records with validity starting **after** the FTSD.

How to Deal with the History of Employee Data?

We recommend that you execute the initial load with the complete history of employee data, then, in the subsequent ongoing replications, limit the data being transferred to the period in time that is still subject to change. An initial load including the complete history of employee records is created in Employee Central Payroll with their actual hire date as maintained in Employee Central.

However, if you have a long history of employee data, you might also have organizational and configuration data like, **pay components**, that you no longer use, and for which you don't want to create the corresponding data in Employee Central Payroll. In this case you may want to cut off the history and only transfer recent data, for example, data of the last 2 years before your cutoff date. You can do this using the full transmission start date for the initial load. In this case, you have to create a split in all effective dated data records in Employee Central at the cutoff date. Later, during the replication process, employee records are created with a hire date corresponding to the day after the cutoff date in Employee Central Payroll.

❖ Example

You want to keep 2 years of history in your Employee Central Payroll system:

- Cutoff date: 1.1.2019 (Start date of using Employee Central Payroll as payroll system)
- Cutoff date: 31.12.2016 (End data of historic records with no transfer)
- [FTSD](#): 1.1.2017 (Date as of which you want to replicate the changes of Employee Central data to Employee Central Payroll)

→ Tip

Move the [FTSD](#) forward from time to time to limit the amount of data being replicated and thus improve performance. For more information on how data retention management affects the FTSD, see the [Purging Employee Master Data Replicated to Employee Central Payroll](#) documentation.

i Note

With Synchronization Support Package SPB9, unneeded splits of infotype time slices in some specific cases are no longer generated when the full transmission start date (FTSD) is moved into the future.

How to Deal with Terminated Employee at Initial Load?

The cases are as follows:

1. No transfer of the complete history of data for terminated employees at initial load. As a consequence, personnel numbers (PERNR) aren't created in the Employee Central Payroll system. An error message is raised because no [Hire](#) action is replicated. Here is what you can do to avoid the error message:

- Exclude terminated employees: You can assign them to pay groups that aren't relevant for payroll and define filters in the Customizing for [Personnel Management](#) > [Integration Settings for SuccessFactors Employee Central Payroll](#) > [Configure Compound Employee API Query](#).
 - Rehire terminated employees by cutting off the history: You can activate the switch `EECOH` in the Customizing for [Personnel Management](#) > [Integration Settings for SuccessFactors Employee Central Payroll](#) > [Activate Payroll Switches](#).
2. Transfer of terminated employees and personnel numbers created at initial load. Here is what you can do:
 1. In the Employee Central system:
 1. Create a split at the full transmission start date (FTSD) so that only recent data for terminated employees is transferred.
 2. Configure a [Hire](#) event using a payroll event at the full transmission start date (FTSD) and assign it to the employee. For more information about payroll events, refer to [Payroll Event \[page 180\]](#).
 2. In the Employee Central Payroll system, make sure that the payroll event is mapped to an inactive action (*HI*). For more information about the configuration of an inactive action, refer to [Replication of No-Shows from Employee Central \[page 175\]](#).

→ Tip

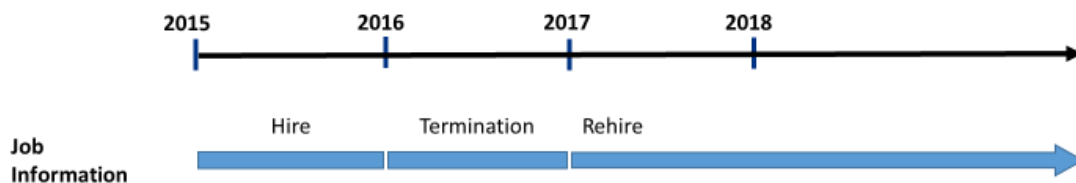
We recommend that you use [Rehire with new Employment](#), especially if you decide not to transfer terminated employee at initial load.

9.7.1.1.1 Most Common Configuration Scenarios

The following explains how a common configuration for employment filter and Full Transmission Start Date (FTSD) can impact the employee replication to Employee Central Payroll. It highlights how inappropriate FTSD settings can lead to failures in the replication process

Configuration Without Filter and Without FTSD

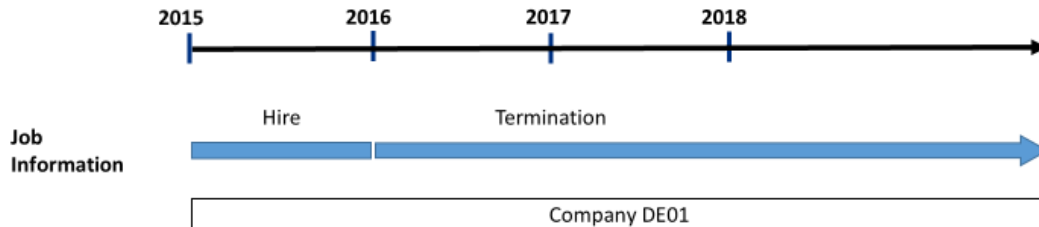
The following illustrates how the complete data is replicated from Employee Central:



Configuration with Filter and Without FTSD

- **One Company for One Employment**

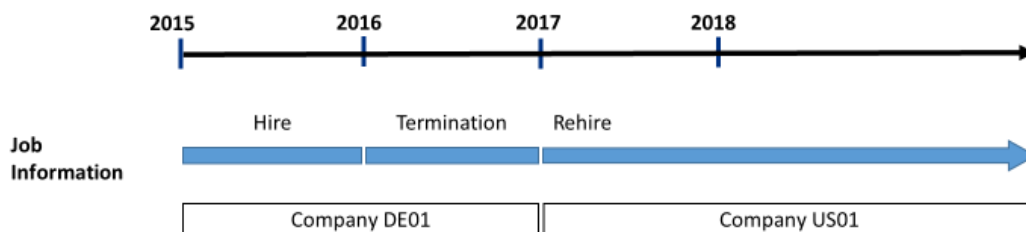
The following illustrates how data is replicated from Employee Central depending on the selected settings:



Filter	Is Complete Data replicated?
Company filter isn't configured.	Yes
Company is DE01.	Yes
Company is US01.	No
Company is DE01 and US01.	Yes

- **Two Companies for one Employment**

The following illustrates how data is replicated from Employee Central depending on the selected settings:



Filter	Is Complete Data replicated?
Company filter isn't configured.	Yes
Company is DE01.	Yes
Company is US01.	Yes

Filter	Is Complete Data replicated?
Company is DE01 and US01.	Yes

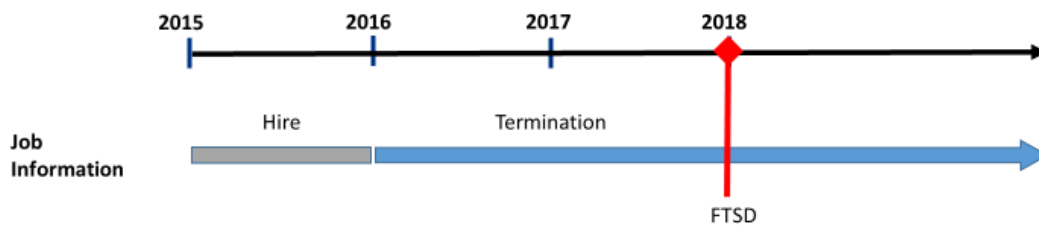
Configuration Without Filter and with FTSD

If an FTSD is configured, only valid data is replicated. Valid data means data that is equal, later or overlaps the FTSD.

- **Only Termination**

If the employee doesn't exist in Employee Central Payroll, the replication of employee master data fails with the error message *Employee &1 is inactive in Employee Central and wasn't replicated*. If you have this issue, we recommend that you assign this employee to a pay group that is not used as filter in the Customizing for [Personnel Management](#) [Integration Settings for SuccessFactors Employee Central Payroll](#) [Configure Compound Employee API](#).

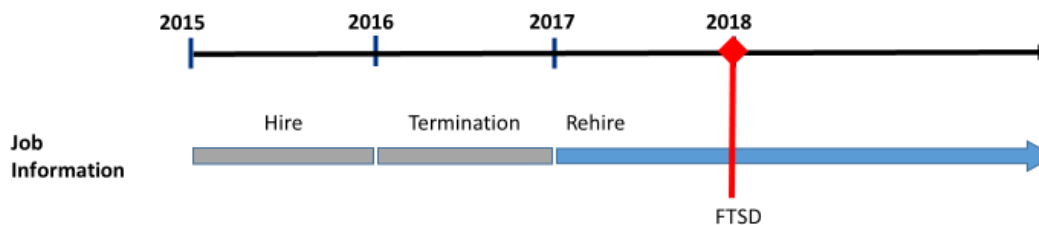
The following illustrates the replication scenario from Employee Central:



- **Only Rehire**

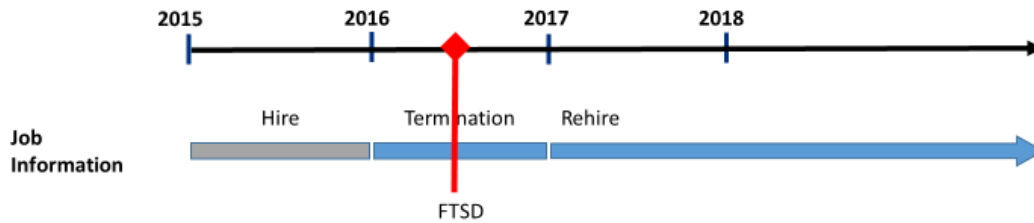
If the employee doesn't exist in Employee Central Payroll, the *Rehire* event is changed into a *Hire* event during the employee master data replication process.

The following illustrates the replication scenario from Employee Central:



- **Termination and Rehire**

The following illustrates the replication scenario from Employee Central:

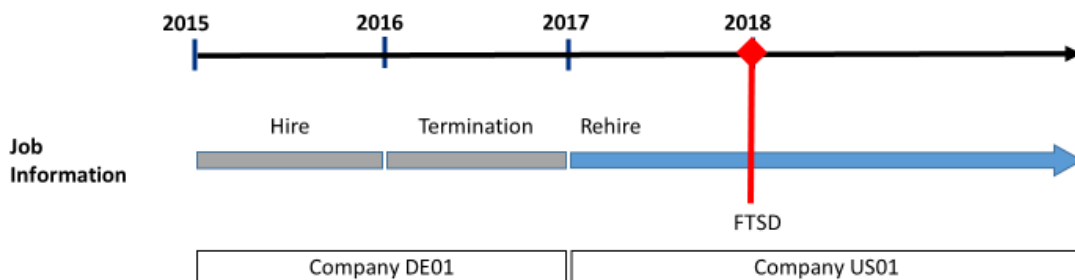


If the employee doesn't exist in Employee Central Payroll, here is the mechanism for replicating employee depending on how you set the switch `EECOH`:

1. Switch `EECOH` isn't active. Field *Value abbr* of table `T77S0` is empty.
The replication of employee master data fails with the error message. *Employee &1 is inactive in Employee Central and wasn't replicated.*
2. Switch `EECOH` is enabled. Enter x in field *Value abbr* of table `T77S0`.
During the employee master data replication, historical employee master data is cut off using the *Rehire Date* as Cut-Off-Date. Only cut-off employee data is replicated.

Configuration with Filter and with FTSD

Here is an illustration of the replication scenario from Employee Central:



In this scenario, data of each employee is replicated depending on the settings of checkbox *Use as From Date* of table `T77SFEC_PTP_CONF` and the selected settings.

- Checkbox *Use as From Date* is unchecked and the settings are the following:

Filter	Is Complete Data replicated?
Company filter isn't configured.	Yes
Company is DE01.	No
Company is US01.	Yes
Company is DE01 and US01.	Only data for company US01

All employee data is selected independently of the FTSD. Then the filters apply. Only data valid after the FTSD is replicated.

- Checkbox *Use as From Date* is checked and the settings are the following:

Filter	Is Complete Data replicated?
Company filter isn't configured.	Yes
Company is DE01.	No
Company is US01.	Yes
Company is DE01 and US01.	Only data for company US01

Only employee data valid from the defined FTSD is selected. Then, the filters apply. Employee data valid from the FTSD is replicated.

Related Information

[Switches for Employee Central Payroll \[page 81\]](#)

9.7.1.1.2 Configuring a Personnel Number-Specific Full Transmission Start Date

Find out how to set up the full transmission start date for selected personnel numbers (PERNR).

Prerequisites

Personnel numbers already exist in the Employee Central Payroll system.

Context

In some cases, there's a need to determine a full transmission start date only for selected personnel numbers.

Procedure

1. In the Employee Central Payroll system, go to table `HRSFEC_PN_FTSD` by specifying transaction `SM30`.
2. Set up the *Individual full transmission start date* for selected personnel numbers.

Your personnel numbers are then updated only with data that is valid after the individual full transmission start date.

Results

During the replication process, the system is able to consider the individual full transmission start date that you've configured for selected personnel numbers.

9.7.1.2 Limiting the Replication Scope Using Organizational Criteria

This document describes how to limit the replication scope using organizational criteria.

Make the following settings to limit the scope of the replication from Employee Central to Employee Central Payroll:

- Restrict it to selected countries in the Customizing for [Personnel Management](#) > [Integration Settings for SuccessFactors Employee Central Payroll](#) > [Country Filter](#) > [Restrict Employee Master Data Replication To Given Countries](#) . Only country/region-specific personnel records are then created according to your settings. This filter also applies to employees with global assignment or international transfers.
- Exclude employment of an employee from the replication using organizational criteria like [Country](#), [Company](#), [Employee class](#) and [Pay group](#) in the Customizing for [Personnel Management](#) > [Integration Settings for SuccessFactors Employee Central Payroll](#) > [Configuration of Point-to-Point Replication](#) > [Configure Compound Employee API Query](#) .

❖ Example

You could have pay groups in Employee Central for which you use a different payroll system than Employee Central Payroll. Using filter criteria ensures that only the relevant pay groups are replicated to Employee Central Payroll.

i Note

This filter works only at the employment level. It means that the employment of an employee is excluded from the replication if its data records don't match the selected filter criteria.

! Restriction

In our example, the filter works only if you use the feature *Rehire with a new employment* in Employee Central when creating personnel number.

9.7.2 Migrating Non-Replicated Personnel Administration Data

Employee data that isn't maintained in Employee Central like deductions, tax information, social insurance information must be brought directly from the legacy system into the infotypes of Employee Central Payroll. There are various tools in Employee Central Payroll that you can use for this legacy data transfer. One tool is, for example, the Legacy System Migration Workbench (LSMW).

For Germany, the following infotypes must be filled using LSMW:

Infotype	Name	Comment
0010	Capital Formation	
0011	External Transfers	
0012	Fiscal Data	
0013	Social Insurance	
0020	DEUEV	
0029	Workers' Compensation	
0045	Loans	International
0057	Membership Fees	International
0049	Reduction of Working Hours	
0053	Company Pension	
0078	Loan Payments	International
0079	Additional Social Insurance	
0093	Previous Employers	
0111	Garnishment	
0112	Garnishment Claim	
0113	Garnishment Interest	
0114	Garnishment Amount	
0115	Garnishment Wages	
0116	Garnishment Bank Transfer	
0117	Garnishment Compensation	
0123	SI Data for Disruptive Factor	
0124	Disruptive Factor	
0126	Supplementary Pension	

Infotype	Name	Comment
0341	DEUEV Start	
0521	Semiretirement	
0650	BA Statements	
0651	SI Carrier Certificates	
0653	Certificates to Local Authorities	
0699	Pension Provision Act	
0700	Electronic Data Exchange	
0942	Capital Payment	

Infotypes for the United States

The following is a list of all possible infotypes for the U.S. that need to be migrated manually into Employee Central Payroll:

Infotype	Name
0045	Loans
0078	Loan Payments
0161	IRS Limits
0194	Garnishment Document
0195	Garnishment Order
0216	Garnishment Adjustments
0207	Residence Tax Area
0208	Work Tax Area
0209	Unemployment State
0210	Withholding Information W4/W5
0234	Additional Withholding Information
0235	Other Taxes
0506	Tip Indicators

9.7.3 Transferring Legacy Data Before First Payroll Run

Find out how to transfer data from your old system into Employee Central Payroll using Payroll Germany as example.

Procedure

1. Go to the Customizing for ► [Payroll](#) ► [Payroll: Germany](#) ► [Legacy Data Transfer](#) ►.
2. Transfer the payroll account in the Customizing for ► [Payroll: Germany](#) ► [Legacy Data Transfer](#) ► [Payroll Account Transfer](#) ►.
3. In the Customizing for ► [Payroll](#) ► [Payroll: Germany](#) ► [Legacy Data Transfer](#) ► [Payroll Account Transfer](#) ►.
Transfer the payroll results from your legacy system into Employee Central Payroll before the first payroll run.
4. In the Customizing for ► [Payroll: Germany](#) ► [Legacy Data Transfer](#) ► [Payroll Account Transfer](#) ► [Special Features: Germany](#) ►. For details about how and when to transfer wage types, read the system documentation.

9.8 Activating UI Integration Services

Certain web services are activated.

Procedure

1. Sign in to Employee Central Payroll
2. Activate the following web services using transaction SICF:

This web service...	Integrates...	To enable this employee view in Employee Central...
HRPAO_PAOM_MASTERDATA	webdynpro	Country/Region-specific master data
PAYSLIP	pay statements	Pay Statement
PAYMNT_SUM_AU	Payment Summary	Australia – Payment Summary Form
HRESS_A_PAYINFO	Superannuation	Australia – Superannuation
HRESS_A_REP_IN_FORM16	Form 16	India – Form 16

9.9 Scheduling Employee Master Data Replication from Employee Central to Employee Central Payroll

By scheduling replication for a time range, you ensure that employee master data from Employee Central to Employee Central Payroll is exchanged on a regular basis.

Procedure

1. Log on to the Employee Central Payroll system.
2. Go to the report by specifying transaction **HRSFEC_PTP_EE_REPL**.

You can also access the report on the SAP Easy Access screen by choosing **Human Resources > Personnel Management > Employee Central Payroll > Replication from Employee Central to Employee Central Payroll > Start Master Data Replication**.

3. Choose one of the following options:

Option	Description
<i>Combined Configuration</i>	With this option, you can start the point-to-point master data replication in one go for all combined Employee Central Compound Employee API query configurations that you've configured in Configuring the Point-to-Point Replication from Employee Central to Employee Central Payroll [page 111] .
<i>Individual Configuration</i>	With this option, you can start the point-to-point master data replication for the <i>Configuration ID</i> selected from the dropdown list.

4. Get a variant for the configuration by clicking the *Get a variant* icon.
5. Select an existing variant or create a new one.
6. Save the variant and then save the configuration.
7. Trigger a test run of the report using an individual *person-ID-external*.

You can also enter person IDs separated by commas such as 111,123,445,456 etc.

A report is generated. Review the *Application Log* for errors before continuing with the next step. For more information about the *Application Log*, refer to [Monitoring tools: Web Service Utilities and Application Log](#).

8. Correct any errors that occurred during the test run.
9. Run transaction **SM36 Define Background Jobs**.
10. Enter a job name and choose *Start Condition*.
11. Choose *Now* and select the *Periodic job* checkbox.
12. Choose *Period Values*.
13. Choose *Other Period*.
14. Enter the timeframe of your choice, for example **10 minutes** and save.

15. Save also *Start Time*.
16. Choose *Step* in *Define Job*,
17. Enter **RP_HRSFEC_PTP_EE_REPLICATION** in the *Name* field and in the *Variant* field, and the variant you created.
18. Choose and save.
19. Go back by selecting and save again.
20. Save one more time.

Results

Scheduling the replication report as batch job is successful with the message *Job EMPLOYEE REPLICATION saved with status: Released*.

9.10 Enabling Push Replication

Push replication happens immediately and is useful for job events like Hire, Rehire, and Terminate.

Prerequisites

Before starting the push replication, check the following requirements described in [Event Subscription Management](#).

Context

Replication is triggered in the time intervals you've scheduled. However, for certain job events, it's useful for replication to happen immediately, independent of when the next regular replication is scheduled. You can enable this immediate replication for the job events: Hire, Rehire, and Termination by using the [Event Subscription Management](#) tool that supports basic or X.509 certificate-based authentication.

1. [Prerequisite: Finding the Access URL \[page 153\]](#)
Shows you how to find the URL you need to enable Push Replication in Employee Central Payroll.
2. [Setting Up the Push Replication in Employee Central \[page 154\]](#)
The following explains how to configure the push replication in the Employee Central system.
3. [Setting Up the Push Replication In Employee Central Payroll \[page 156\]](#)
The following explains how to configure the push replication in the Employee Central Payroll system.

9.10.1 Prerequisite: Finding the Access URL

Shows you how to find the URL you need to enable Push Replication in Employee Central Payroll.

Procedure

1. In the Employee Central Payroll system, go to transaction [SOAMANAGER](#).
2. Under [Service Administration](#), choose [Simplified Web Service Configuration](#).

i Note

The [Simplified Web Service Configuration](#) tool described here is available from SAP NetWeaver 7.0 enhancement package 2 (SAP_BASIS 702). If you're using a lower SAP NetWeaver release, you must use the [Web Service Configuration](#) tool instead. For more information, refer to [Configuring a Service Provider](#) in the SAP NetWeaver documentation for release 7.0. For a detailed how-to description of [Web Service Configuration](#) and [Simplified Web Service Configuration](#) refer to the SAP Community Network, at [ABAP Connectivity - Web Services ABAP](#) > [How to configure a Service Provider](#) and [How to configure a Service Provider \(Simplified\)](#). To find the SOA Manager documentation for your SAP NetWeaver release, go to <http://help.sap.com> and search for *working with soamanager*. Then filter the search result for your SAP NetWeaver release and support package.

3. In the field [Search Pattern](#), enter ***masterdatapush*** and choose [Go](#).
4. Select the relevant [Service Definition](#) called [EMPLOYEEMASTERDATAPUSHREPLICAT](#).
5. Mark the [User/Password](#) or [X.509 Client Certificate](#) checkbox according to your needs.
If you use [X.509 Client Certificate](#), you must add it later in the [Trust Manager](#) and map it to the relevant user configured in view VUSREXTID. For more details, refer to [Mapping Users in table USREXTID](#).
6. [Save](#) your changes.
7. Choose [Show Details](#).
8. From the [Configuration Details](#) section, copy the [Access URL](#).
 - Basic Authentication: The URLs are only accessible internally. To access the URLs externally, copy the first part of the URL from the [SOA Management](#) browser window, for example `http://xxx.sap.corp:44322/`. Then replace the first part of the WSDL and endpoint URLs displayed in the [Details of Provider Configuration](#) screen with the external part you copied from the [SOA Management](#) browser window.
 - X.509 Client Certificate: Use the following URL formats:
 1. `my<number>-sso.payroll.ondemand.com`
 2. `my<number>-sso.payroll.sapsf.eu`
 3. `my<number>-sso.payroll.sapsf.com`

i Note

To ensure a secure and successful connection, check that your URL begins with `https` instead of `http`.

Task overview: [Enabling Push Replication \[page 152\]](#)

Next task: [Setting Up the Push Replication in Employee Central \[page 154\]](#)

Related Information

[Client Certificate-Based Authentication for Inbound Communication \[page 948\]](#)

9.10.2 Setting Up the Push Replication in Employee Central

The following explains how to configure the push replication in the Employee Central system.

Procedure

1. In your Employee Central system, go to *Admin Center*. In the *Tools* search field, enter **Import and Export Data**.
 - a. Select the action *Import Data*.
 - b. Choose *Success Store*.
 - c. In the *Package Name* column, find *Intelligent Service Rules* and click the radio button.
 - d. Click *Import*.

i Note

You can use imported rules to trigger external events in Employee Central every time you save an employee's job information record with the following event reason code:

- HIRNEW (Hire action)
- REHREH (Rehire action)
- TERINONP (Termination action)

i Note

The push event accepts only one employee per call.

If you want to use your own event reason codes for the Hire, Rehire, and Termination actions, you can manually configure your own business rule. Enhance the IF statement of the imported rule with your own code value.

❖ Example

OR Job Information Model.Event Reason.Code is equal to <your code value>.

→ Remember

Update the mentioned business rules each time you import the package *Intelligent Service Rules* from *Success Store*.

2. Go to ► [Admin Center](#) ► [Tools](#) ► [Manage Business Configuration](#) ►.
 - a. Select [Job Info](#) and scroll down to [Trigger Rules](#).
 - b. Assign the rules you downloaded from the *Success Store* to [Job Information](#) by entering the following information:

Rules	Event Type	Base Object
Event Hire (Event_Hire)	onPostSave	Job Information Model
Event Terminate (Event_Terminate)	onPostSave	Job Information Model
Event_Rehire (Event_Rehire)	onPostSave	Job Information Model

3. Go to ► [Admin Center](#) ► [Tools](#) ► [Event Subscription Management](#) ►.
4. Select the type of event, for example, [Employee Recruitment](#) for Hire.
5. Select the [Add](#) button.
6. Enter the relevant data for the [Event Listener](#).
7. Save your settings.

Results

You can use the ► [Admin Center](#) ► [Execution Manager Dashboard](#) ► to check the results and track errors.

Task overview: [Enabling Push Replication \[page 152\]](#)

Previous task: [Prerequisite: Finding the Access URL \[page 153\]](#)

Next task: [Setting Up the Push Replication In Employee Central Payroll \[page 156\]](#)

Related Information

[Client Certificate-Based Authentication for Inbound Communication \[page 948\]](#)

9.10.3 Setting Up the Push Replication In Employee Central Payroll

The following explains how to configure the push replication in the Employee Central Payroll system.

Prerequisites

Make sure that you've configured the following:

- Authorizations for the Web Service user:

Authorization Object	Fields	Value
S_BTCH_JOB	<ul style="list-style-type: none">• JOBACTION• JOBGROUP	<ul style="list-style-type: none">• RELE - Release own jobs automatically• *- Reserved, set to *
S_BTCH_ADM	BTCADMIN	Y- User is batch administrator.
S_PROGRAM	<ul style="list-style-type: none">• PACTION: BTCSUBMIT• P_PROGNAM	<ul style="list-style-type: none">• BTCSUBMIT• RP_HRSFEC_PTP_EE_REPLICATION
S_BTCH_NA1 [OPTIONAL]: If S_BTCH_NA1 isn't defined, we recommend that you define S_BTCH_NAM.	BTCUNAME	<ul style="list-style-type: none">• Replication User name from table T77SFEC_PUSH_REP• Report: RP_HRSFEC_PTP_EE_REPLICATION
S_BTCH_NAM	BTCUNAME	Replication User name from table T77SFEC_PUSH_REP

- Web user in table USREXTID. For more information, refer to [Mapping Users in table USREXTID](#).

Context

Service Event Bus (SEB) events like Hire, Termination, Rehire are sent from Employee Central to Employee Central Payroll using Basic Authentication or Certificate-based authentication as logon method. The push Web Service user is now decoupled from the user responsible of the point-to-point replication in Employee Central Payroll, who has permissions for infotypes.

Procedure

- In the Employee Central Payroll system, go to transaction SPRO and choose [SAP Reference IMG](#).

- Make the following settings in the Customizing for [Personnel Management](#) > [Integration Settings for SuccessFactors Employee Central Payroll](#) > [Configuration of Point-to-Point Replication](#) > [Set up Push Replication](#) .
 - [Recommended] Choose [Job Execution](#).
If you select [Direct Execution](#), the user of the call isn't dissociated from the replication user. In addition, you must create a query configuration with the [Config ID Default](#) .
 - Specify the [Replication user](#).
 - Specify the parameters with which you want to schedule the master data replication. For more details, refer to [Scheduling Employee Master Data Replication from Employee Central to Employee Central Payroll](#) [page 151].
- Save your settings.

Results

The push replication of SEB events is triggered via a background job using the replication user who has the authorizations for the infotypes. Later, you can identify technical errors that occur during the push replication runs using the [Application Log](#) (transaction SLG1) For more information, refer to the *Related Information*.

Task overview: [Enabling Push Replication](#) [page 152]

Previous task: [Setting Up the Push Replication in Employee Central](#) [page 154]

Related Information

[Using the Application Log \(SLG1\)](#) [page 958]

9.11 Using the Mapping Check Tools in Employee Central Payroll

In Employee Central Payroll, there are mapping check tools you can use to identify problems.

You can use the mapping check tools issues like:

- Data, which has been set up inconsistently, for example missing Pay Components in Employee Central configuration or missing Wage Types in Employee Central Payroll configuration
- Mapping from Pay Components to Wage Types is missing

With the mapping check tools, you can identify what's wrong:

- They read configuration data from both (Employee Central and Employee Central Payroll) systems.

- They display mapping and key properties in an overview and indicate inconsistency.

You can use following mapping check tools in the Employee Central Payroll system:

- [Time Types and Absence/Attendance Types Configuration Check](#) report
- [Pay Component and Wage Type Configuration Check](#) report
- [Time Pay Types and Wage Types Configuration Check](#) report
- [Time Account Type and Wage Type Configuration Check](#) report
- [Time Account Type and Wage Type Configuration Check - Leave Liability](#) report

10 Employee Master Data Replication Information

The replication of employee master data from Employee Central to Employee Central Payroll uses the Employee Central Compound Employee API and the inbound service interface in Employee Central Payroll.

⚠ Caution

You're not allowed to change the following infotypes manually after they've been replicated. If you do, they'll be overwritten during the next replication run from Employee Central.

i Note

You can find all tables referred in this chapter in transaction `SM30` or in the Customizing for ► [Personnel Management](#) ► [Personnel Administration](#) ► [Integration Settings for Employee Central Payroll](#) ►.

→ Tip

It's recommended that you've enabled the country/region-specific validations for postal address (of the Home address of an employee), National ID, and bank account in [Admin Center](#) in Employee Central.

For more information, refer to the [Country/Region-Specifics for Employee Central Payroll](#) guide.

10.1 Personnel Numbers in Employee Central Payroll

Describes the different ways personnel numbers are created in the Employee Central Payroll system.

Detection and Creation of Personnel Number in the Point-to-Point Integration

Here is the flow logic for detecting and creating personnel numbers for employees during the replication process:

Detecting Personnel Numbers

The Employee Central Payroll system checks if a personnel number exists in the [Employee key mapping](#) (`HRSFEC_D_EEKEYMP`) table based on field `BUKRS` for all effective (meaning with the highest sequence number) employee data stored in the Employee Central system:

- A personnel number exists for the employee. The personnel number provided during the replication is used as personnel number for the employee.
- There's no personnel number for the employee. The system creates a new personnel number for the employee.

Creating Personnel Numbers

Personnel numbers are created depending on the value configured for the `PERNR` switch as described in the following table:

Selected Value	Description
1	Enables the creation of personnel numbers using <i>Assignment ID</i> from Employee Central and external number range in Employee Central Payroll. Note that this feature is available as of Q4 2019.
Blank	<p>Personnel numbers are created as follows:</p> <ul style="list-style-type: none">Using an internal number range: The next free number included in the internal numbering is used to create the personnel number.Using BAdI <code>HRSFEC_B_CE_EXT_PERNR_MAP</code>: The system provides an external personnel number that is used as personnel number for the employee data. We don't recommend that you use this option.

Note

You can override or extend both use cases using BAdI `HRSFEC_B_CE_DECIDE_HIRE_REHIRE`.

⚠ Caution

Adding a new employment in Employee Central Payroll automatically creates a new personnel number (PERNR) for the employee in Employee Central Payroll.

This logic applies to global assignment and concurrent employment.

[Creating Personnel Number Using the Employee Central Assignment ID \[page 161\]](#)

Find out about the Customizing settings you need to make in your system for creating personnel number using the Employee Central field *Assignment ID*.

[Creating Personnel Numbers Using Internal Number Range or BAdI \[page 163\]](#)

Find out about the Customizing settings you need to make in your system to create personnel numbers using internal number range or generate external personnel numbers using BAdI `HRSFEC_B_CE_EXT_PERNR_MAP`.

Related Information

[Other Useful Business Add-Ins \(BAdIs\) \[page 132\]](#)

10.1.1 Creating Personnel Number Using the Employee Central Assignment ID

Find out about the Customizing settings you need to make in your system for creating personnel number using the Employee Central field [Assignment ID](#).

Prerequisites

General considerations before enabling this feature

Customer Type	Action
If you're a new customer for SAP SuccessFactors Employee Central and SAP SuccessFactors Employee Central Payroll	We recommend that you enable this feature.
If you're a customer who has already implemented SAP SuccessFactors Employee Central and wish to implement SAP SuccessFactors Employee Central Payroll in the near future	<p>You can only enable this feature if the following conditions are fulfilled:</p> <ul style="list-style-type: none">• You haven't replicated employee master data to Employee Central Payroll nor used Assignment ID data for any other purpose than creating personnel numbers.• The format of the Assignment ID must be identical to the format of the Employee Central Payroll personnel number (PERNR). The ID must be numeric and have eight characters. Note that the settings of the numeric sequence are made in Employee Central. For more information, refer to Generating User IDs.

⚠ Caution

If you maintain legal entity changes for existing employment, we don't recommend that you switch on this feature, as the [Assignment ID](#) is valid for the complete employment.

Configuration in Employee Central

Before enabling this feature in Employee Central Payroll, check the following requirements in Employee Central:

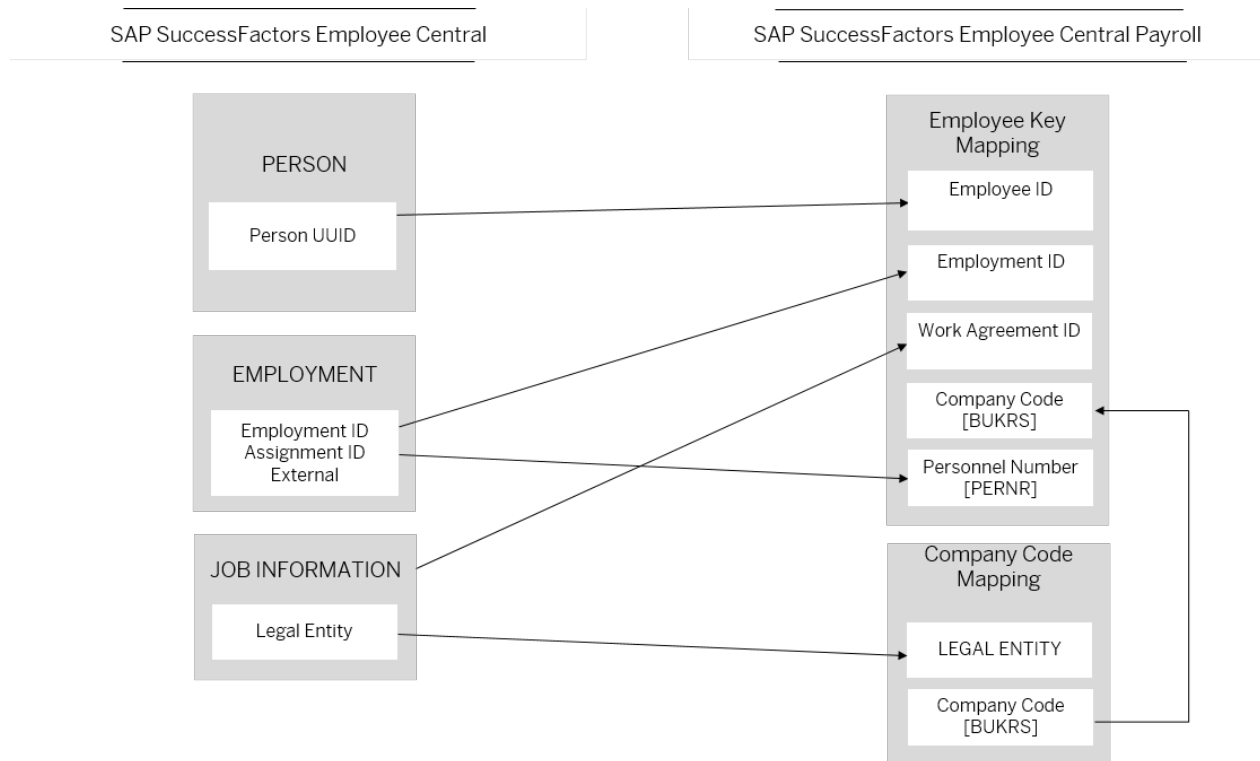
- [Creating the Employment Settings Configuration Object](#) and [Generating User IDs](#)
- You've set up the selected business rule as described in [Rule Scenarios for Employee Central Core](#) to enable the following mapping:

Employee Central	Employee Central Payroll
Sequence	Number range
Business Rule	Feature NUMKR

Context

With this feature, you can use the [Assignment ID](#) from [Employee Information](#) in Employee Central to create a unique personnel number for replication purposes. Since Employee Central is the system of records for all employee relevant data, using [Assignment ID](#) to create personnel numbers ensures that you work with a unique identifier - one single personnel number - throughout all integrated systems.

The following graphic provides an overview of the fields mapping from the Employee Central system to the Employee Central Payroll system:



Procedure

1. Make sure that you've enabled the feature by configuring the switch `PERNR` in the Employee Central Payroll system.

You can access the table `T77S0` from transaction `SM30` or in the Customizing for [Personnel Management](#) [Personnel](#) [Integration Settings for SuccessFactors Employee Central Payroll](#) [Activate Payroll Switches](#).

Provide the following information in the `T77S0` table :

Group	Sem.abbr.	Value abbr.	Description
SFEC	PERNR	1	Use Assignment ID external as PERNR

2. Define the external number range for the feature `NUMKR` in the Customizing for [Personnel Management](#) [Personnel](#) [Personnel Administration](#) [Basic Settings](#) [Maintain Number Range Intervals for Personnel Numbers](#).

Next Steps

A unique and consistent personnel number is generated that you use throughout all integrated systems.

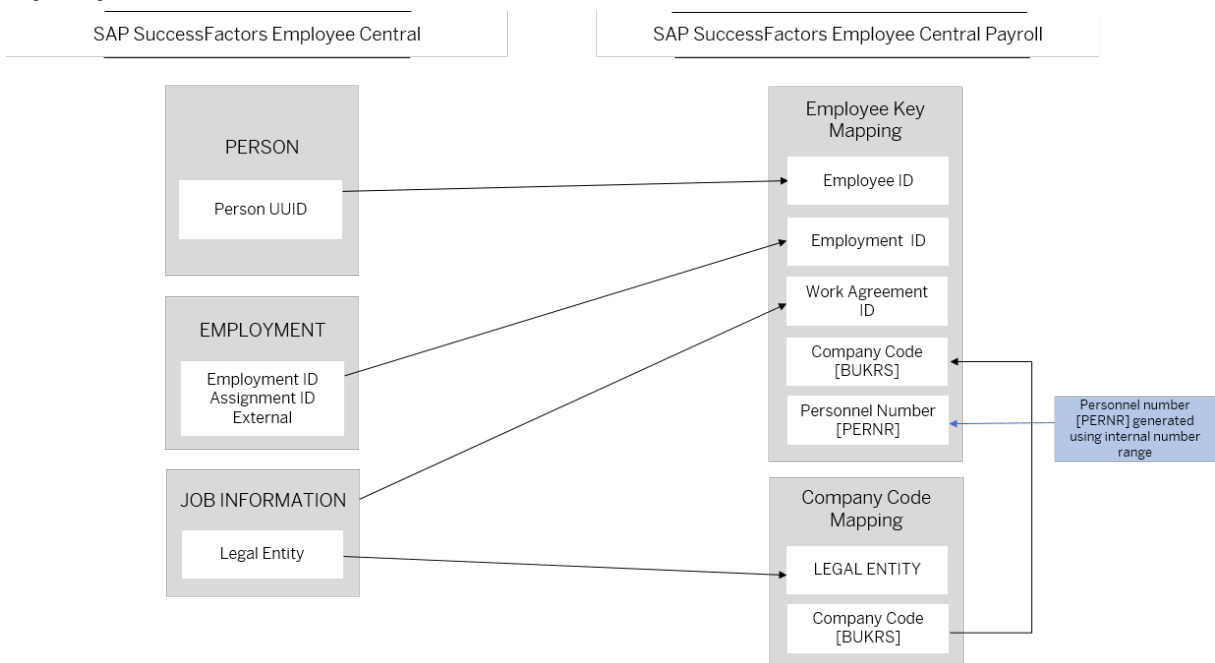
10.1.2 Creating Personnel Numbers Using Internal Number Range or BAdI

Find out about the Customizing settings you need to make in your system to create personnel numbers using internal number range or generate external personnel numbers using BAdI `HRSFEC_B_CE_EXT_PERNR_MAP`.

Context

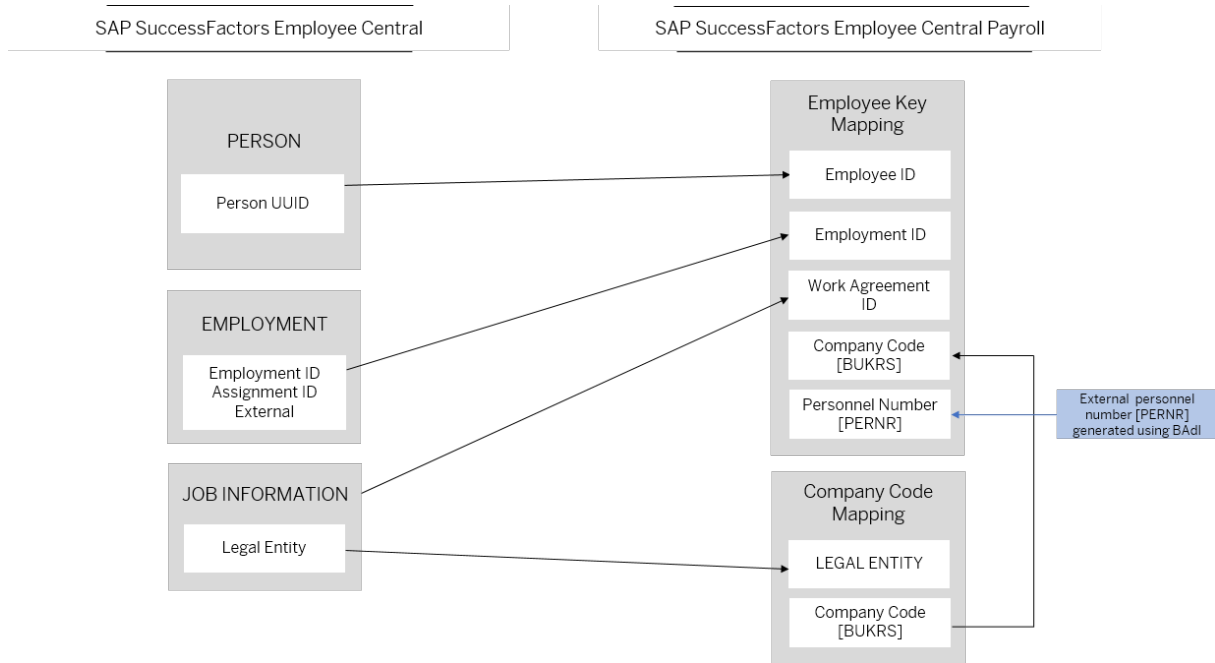
You can create personnel numbers using the following options:

- **Internal number range** in the Employee Central Payroll system.
The following graphic provides an overview of the mapping Employee Central system to the Employee Central Payroll system:



- You use the [Change Mapping of External Personnel Number](#) (HRSFEC_B_CE_EXT_PERNR_MAP) BAdI to generate your own personnel numbers. However, we recommend that you don't use this option since it can lead to errors because you need to ensure that the personnel numbers are unique.

The following graphic provides an overview of the fields mapping from the Employee Central system to the Employee Central Payroll system:



Procedure

- In the Employee Central Payroll system, make sure that the switch `PERNR` is set to `Blank`.

You can access the table `T77S0` from transaction `SM30` or in the Customizing for [Personnel Management Personnel](#) > [Integration Settings for SuccessFactors Employee Central Payroll](#) > [Activate Payroll Switches](#).

Provide the following information:

Group	Sem.abbr.	Value abbr.	Description
SFEC	PERNR	Blank	Internal numbering or BAdI HRSFEC_B_CE_EXT_PERNR_MAP as PERNR

- Select how you want to customize personnel numbers in your Employee Central Payroll system:

Option	Description
Using internal numbering	Define the internal number range for the feature <code>NUMKR</code> in the Customizing for Personnel Management Personnel

Option	Description
	Personnel Administration > Basic Settings > Maintain Number Range Intervals for Personnel Numbers .
[Not recommended option] External personnel number generated using BAdI	<ol style="list-style-type: none"> 1. Define the external number range for the feature NUMKR in the Customizing for Personnel Management Personnel > Personnel Administration > Basic Settings > Maintain Number Range Intervals for Personnel Numbers . 2. Change the mapping of external personnel numbers using BAdI HRSFEC_B_CE_EXT_PERNR_MAP in the Customizing for Integration Settings for SuccessFactors Employee Central Payroll > Extensibility Business Add-ins for Point-to-Point Replication .

Related Information

[Other Useful Business Add-Ins \(BAdIs\) \[page 132\]](#)

10.2 Prohibiting Change of Legal Entity in Any Employment in Employee Central

Help with deciding when you should enable the Prohibiting Change of Legal Entity in Any Employment in Employee Central.

Read and understand these instructions thoroughly before enabling this feature:

Caution

If you're a productive Employee Central Payroll customer who maintains legal entity changes for existing employment, we don't recommend that you switch on this feature. If you do so, data inconsistency might arise.

If you're a new Employee Central Payroll customer, we recommend that you enable this feature. However, before you activate it, we ask you to check your payroll requirements, including all requirements related to employee history, reporting, communication with the authorities, and so on.

Switching on this feature impacts the behavior of Employee Central Payroll, especially the Employee Master Data integration. It means that an employee can only be assigned to one legal entity for one single employment. First, terminate the employment of an employee in Employee Central from the old legal entity, then rehire with a new employment on the new legal entity. For more information about the feature and how to set it up in Employee Central , refer to [Optional: Prohibiting Change of Legal Entity in Any Employment](#) and [Enforcing New Employment Using Business Rules](#)



Here is a table illustrating the most common use cases:

Use Case	Description
Mark Cooper changes from legal entity DE01 to legal entity DE02 in the same country/region.	2 personnel numbers are created in Employee Central Payroll for each legal entity: DE01 and DE02.
Mark Cooper changes from legal entity DE01 to legal entity US01 in a new country/region.	2 personnel numbers are created in Employee Central Payroll for each legal entity: DE01 and US01
Mark Cooper changes from legal entity DE01 to legal entity DE02, then back to DE01 in the same country/region.	3 personnel numbers are created in Employee Central Payroll: 2 for DE01 and one for DE02
Mark Cooper changes from legal entity DE01 to US01, and then back to DE01 in a new country/region.	3 personnel numbers are created in Employee Central Payroll: 2 for DE01 and one for US01

10.3 Data Models in Employee Central and in Employee Central Payroll

Here is an overview of concepts and data models.

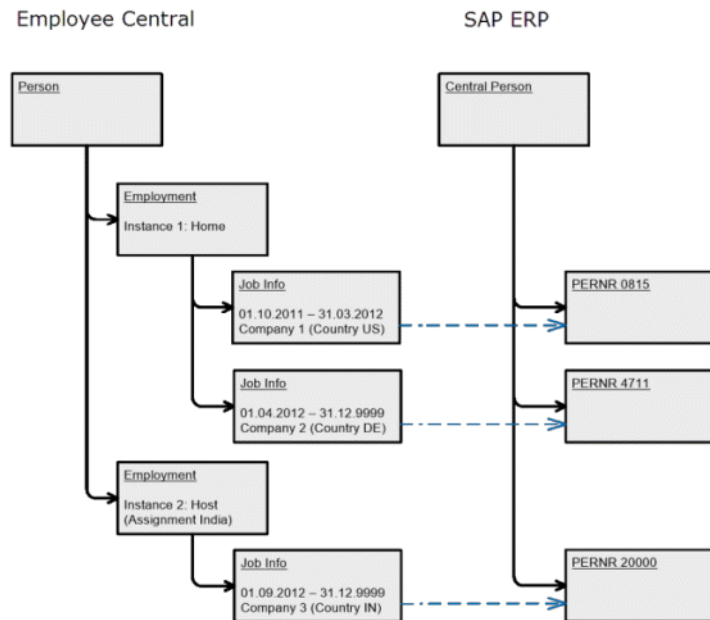
The *Central Person (CP)* object type corresponds to the natural person while the *Personnel Number (PERNR)* is a number assigned to the employee by the Employee Central Payroll system during the hiring process. Note that one person can have many personnel numbers, in such cases, you use the *Reference Personnel Number (0031)* infotype to link them together as illustrated in the following graphic:

OBJECT	DEFINITION	EXAMPLE / data stored
 (Central) Person	A natural person in whom the company has interest	Mike
 PERNR <small>Personnel number</small>	The PERNR represents the contract(s) of one person which, subject to the legislation of the country and to company policies, are to be considered jointly for payroll and which are not concurrent in their timelines.	Mike 25 Main St., San Francisco mike@sap.com 1/1/14 – 12/31/14 Salary \$1000 1/1/15 – 12/31/9999 Salary \$1100 1/1/14 – 6/30/14 Cost Center A 7/1/14 – 12/31/9999 Cost Center B 1/1/14 – 12/31/9999 Company A

The Data Models and the Employee Master Data Replication

In order for payroll to be legally compliant, a personnel number needs to be created if the country/region of employment changes. By default, the system automatically creates a personnel number in Employee Central

Payroll whenever the employee is assigned to a new company code (BUKRS). You can select other company codes/ legal entities using the [Change mapped Infotype Data](#) Business Add-in as described below:



Important aspects to keep in mind:

- Multiple employments of one single employee in Employee Central lead to multiple distinct personnel numbers in Employee Central Payroll, because each employment has distinct timelines for [Job Information](#), [Compensation Information](#) and so on.
- Employee Central allows changes within individual employments that leads to the creation of new personnel numbers in Employee Central Payroll, for example organizational changes like the legal entity. In general, the decision in which cases organizational changes lead to the creation of new personnel numbers must be based on legal requirements, company policies, and the company's fiscal structure.

Related Information

[Implementing BADs to Enhance Already Mapped Master Data \[page 127\]](#)

10.4 Job Information - Infotypes 0000, 0001, 0007, 0008, 0016

Here you find an overview of all Job Information fields covered by generic replication. These fields allow you to map Job Information of an employee from Employee Central to the corresponding infotype field in Employee Central Payroll.

[Job Information - Infotype 0000 \[page 168\]](#)

Here you find an overview of generic fields. These fields allow you to map Job Information of an employee from Employee Central to Employee Central Payroll.

[Job Information - Infotype 0001 \[page 189\]](#)

Here you find an overview of generic fields. These fields allow you to map Job Information of an employee from Employee Central to Employee Central Payroll.

[Job Information - Infotype 0007 \[page 191\]](#)

Here you find an overview of generic fields. These fields allow you to map Job Information of an employee from Employee Central to Employee Central Payroll.

[Job Information - Infotype 0008 \[page 197\]](#)

Here you find an overview of generic fields. These fields allow you to map Job Information of an employee from Employee Central to Employee Central Payroll.

[Job, Position, and Org. Unit \[page 202\]](#)

[Location \[page 204\]](#)

[Mapping Company to Company Code \[page 204\]](#)

10.4.1 Job Information - Infotype 0000

Here you find an overview of generic fields. These fields allow you to map Job Information of an employee from Employee Central to Employee Central Payroll.

Job Information (Infotype 0000)

Employee Central Payroll					Employee Central				
IT0000 Target	Manda- tory?	Max. Length	Data Type for code value mapping	Default- Mapping Mode	Is Code Value Mapping country/ region- specific?	Field ID	Field La- bel	Manda- tory?	Picklist ID
MASSN	Yes	2	EVENT		No	event	Personal event code	No	-
MASSG	Yes	2	EVENT_RE ASON	Customer Table	No	event-rea- son	Event Rea- son	No	-

i Note

The *Employment status* field can't be mapped. The *Employment Status* field of infotype *Actions* (0000) is derived from the personal actions configured in table T529A.

10.4.1.1 Event

Here is the information about all mapping options to enable the replication of events from Employee Central to actions in Employee Central Payroll.

The table gives you technical information on how the replication process of [Events](#) from Employee Central to [Actions](#) in Employee Central Payroll works.

Event Types	Mapping	Description
Standard (nonconfigurable) Events	Direct mapping	Configuring Country/Region-Specific Re-hiring on the Same Day [page 184]
Defining Customer-Specific Events	If the standard doesn't meet your requirements, you must configure your own actions in Employee Central Payroll. <div>→ Remember If you create your own Actions, make sure that you've copied and enhanced the technical user template to ensure a successful communication between Employee Central and Employee Central Payroll.</div>	Actions
Generated Events	Helps you to generate events to meet payroll business requirements.	Artificial Actions [page 173]
Payroll Events	Helps you to refine the standard mapping of events into more specific events.	Payroll Event [page 180]
Absence Time Types	A task is created when replicating absences to infotype 2001.	Using Payroll Unified Configuration [page 44] Replication of Absences

[Configuring Standard and Country/Region-Specific Mapping for Employee Central Events in the Employee Central Payroll System \[page 170\]](#)

Find out how to make settings for standard and country/region-specific code value mapping.

[Artificial Actions \[page 173\]](#)

Artificial actions are actions that are automatically added during the replication of events and event reasons from Employee Central.

[Replication of No-Shows from Employee Central \[page 175\]](#)

See how to replicate No-shows from Employee Central to Employee Central Payroll.

[Replication of No-Show Rehire From Employee Central \[page 178\]](#)

The following describes the two ways of configuring the replication of no-show rehires in an Employee Central Payroll system.

[Payroll Event \[page 180\]](#)

Payroll events allow you to refine event reasons into more specific events in Employee Central for replication purposes.

[Multiple Events Per Day \[page 185\]](#)

See how you enable the replication of multiple events per day from Employee Central.

Here's a look at some issues you might encounter in the Job Information and what you can do to fix them.

10.4.1.1.1 Configuring Standard and Country/Region-Specific Mapping for Employee Central Events in the Employee Central Payroll System

Find out how to make settings for standard and country/region-specific code value mapping.

Prerequisites

Employee Central has events for the [Job Information](#) block. Field [Event](#) of the [Job Information](#) block is replicated to infotype [Actions](#) (0000) in the Employee Central Payroll system.

In addition, make sure that the [Mult. Actions](#) checkbox is marked in [Configure Compound Employee API Query](#) under Customizing for [Personnel Management](#) [Integration Settings for SuccessFactors Employee Central](#) [Configuration of Point-to-Point Replication](#).

To replicate events from Employee Central, make sure that you have enabled Additional Actions as described in [Multiple Events Per Day](#) and defined the corresponding personnel action in the Employee Central Payroll system.

Context

In Employee Central, each Hire, Rehire, Terminate, Begin, End of global assignment event is assigned to a fixed constant. The standard includes the following direct mapping:

Event in Employee Central	Action in Employee Central Payroll
H - Hire	01 - Hiring
26 - Termination	10 - Leaving
R - Rehire	12 - Re-entry into company
GA - Global Assignment	01 - Hiring
EGA - End Global Assignment	10 - Leaving

Procedure

1. Go to your Employee Central Payroll system.
2. Go to table T529A by specifying SM30. This step is mandatory to prevent errors in the infotype framework.

Here's a picture of the [T529A](#) table to show you the standard code value mapping for [Actions](#) that must be included in every replication of master data.

Display View "Personnel Action Types": Overview

Acti...	Name of Action Type	FC	Cus...	Em...	Spe...	Check	P	P..	E..	ES	IG	D...	U...	U...
01	Hire	1		3	1		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	10		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
02	Organizational reassignm...	0					<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	82		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
05	Country reassignment	0					<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
06	Transfer (EDP) - active	1		3	1		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	12		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
07	Transfer (EDP) - retiree	1		2	0		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	12		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
08	Additional pers. assignme...	1		3	1		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	10		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
10	Leaving	0		0	0	MSN20	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	84	1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
12	Reentry into company	0		3	1	MSN21	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	86		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

3. Check and, if necessary, create an inactive hire action:

Field Name	Value
Function Code	1 or 7
Employment Status	0

4. Go to table T530 by specifying SM30.
5. [Optional] Check and, if necessary, create the reason for the action.
6. Check the standard delivery for field EC Data type *Event* in *Display Code Value Mapping as Delivered by SAP* (SAP table T77SFEC_CVPROPS) in Customizing for [Personnel Management](#) [Integration Settings for SuccessFactors Employee Central Payroll](#) [Assignment of Code Values For Point-to-Point Replication](#).

⚠ Caution

Don't modify the standard code value mapping.

7. Choose *Maintain Properties for Code Value Mapping* (customer table T77SFEC_CVPROPC) in Customizing for [Personnel Management](#) [Integration Settings for SuccessFactors Employee Central Payroll](#) [Assignment of Code Values](#) [For Point-to-Point Replication](#) and proceed as follows:
 - If the EC Data type *Event* isn't yet mapped using the *Customer Code Value Mapping*, here is what you need to do:
Change the SAP code value mapping properties for field Employee Central data type *Event* at least using *Customer Code Value Mapping*.
 1. [MANDATORY] Choose *Maintain Code Value Mapping* (table T77SFEC_CVMAPC) in Customizing for [Personnel Management](#) [Integration Settings for SuccessFactors Employee Central Payroll](#) [Assignment of Code Values](#) [For Point-to-Point Replication](#). Copy all records for Event from SAP table T77SFEC_CVMAPS.

2. Once done, add the new mapping for Event 26 to your new termination action.
- If the Employee Central data type *Event* is already mapped using the *Custom code value mapping*, add the new mapping for Event 26 to your new termination action.

The following tables provide examples of an international and country/region-specific mapping for the *Termination* event:

❖ Example

Configuration of International Code Value Mapping Properties in T77SFEC_CVPROPC

Data Type in Employee Central	ISO Code	End Date	Start Date	Alt. List	Country/Region dependent	Mode
EVENT		31.12.9999	01.01.1800			Mapping via customer table identical mapping

Configuration of Standard Code Value Mapping in T77SFEC_CVMAPC

Data Type in Employee Central	ISO Code	Alt. list	Employee Central Code Value	ERP Code Value
EVENT			26	

❖ Example

Configuration of Code Value Mapping Properties in T77SFEC_CVPROPC for Italy

Data Type in Employee Central	ISO Code	End Date	Start Date	Alt. List	Country/Region dependent	Mode
EVENT	IT	31.12.9999	01.01.1800			Mapping via customer table identical mapping

Configuration of Code Value Mapping in T77SFEC_CVMAPC for Italy

Data Type in Employee Central	ISO Code	Alt. list	Employee Central Code Value	ERP Code Value
EVENT	IT		26	10

8. Save your changes.

Next Steps

You can replicate events to infotype 0000. The replication is successful if the event is replicated to the corresponding employment status in the *Actions* (0000) infotype on the selected date and for the selected country/region.

Related Information

[Assignment of Code Values \[page 116\]](#)

10.4.1.1.2 Artificial Actions

Artificial actions are actions that are automatically added during the replication of events and event reasons from Employee Central.

Prerequisites

Make sure that the configuration for personal actions is ready in your Employee Central Payroll system. For more details, refer to the Related Information.

Context

During the replication process, events and event reasons not mapped using the standard code value mapping aren't added to the *Actions* (0000) and/or *Additional Actions* (0302) infotypes. In addition, personnel actions like *Hire*, *Rehire*, *Termination*, and *Organizational Reassignment* are always required whenever employee master data is replicated. These actions impact mainly the employment status of an employee, that is, *Active* or *Inactive* during the whole payroll process, including reporting.

Scenarios Where Artificial Actions Are Added

Here is an overview of scenarios where artificial actions are added during the replication process of events from Employee Central to Employee Central Payroll:

Filtering of Events and Event Reasons

Some Employee Central events are filtered out because they aren't mapped. During the replication process, an artificial IT 0000 record is added for the relevant date, where required.

Filling Gaps to Comply with Payroll Requirements

- If more than one event is added to the Job Information on a day it is replicated - although it's entered as last event -, it's included in the replication process (as "highest sequence number"). In Employee Central, an artificial action is added to comply with the payroll requirements.

❖ Example

If there's no Hiring in the Job Information and in the Actions (0000) infotype, it's added as artificial action to the date of the first Job Information record replicated to Employee Central.

❖ Example

Rehiring an employee: The following actions are added to the Actions (0000) infotype artificially to fill the following gaps:

- A Termination at the end date of the Job Information where the gap starts,
 - A Rehire to fill the duration in which the gap ends.
- ref
 - For Intercompany Transfer, refer to [Two Status Changing Event Reasons on the Same Day \[page 181\]](#) .
 - If organizational changes like a move to a new company, a change of location or an assignment to a new payroll area occur in IT0000, an [Organizational Reassignment](#) action is always artificially added in Employee Central.
 - If a gap is detected between the start and end hire date in a Job Information record and no Termination or Rehire actions exist in the Job Information in Employee Central, artificial actions are added to fill the gaps in Employee Central.





i Note

A standard code value mapping is available for Employee Central events like Hire, Rehire, Termination, Beginning of global assignment and End of global assignment.

Organizational Reassignment: Special Case

Since no predefined Employee Central events exist for this action, the [Organizational Reassignment](#) (02) action is artificially added during the replication process.

To overwrite the [Organizational Reassignment](#) (02) action, make the following settings in the T77S0 table:

Display View "System Table": Overview				
Documentation   				
Group	Sem.abbr.	Value abbr	Description	
SFEC	OCHAT	02	default personnel action for oqanizational change	

Related Information

[Configuring Standard and Country/Region-Specific Mapping for Employee Central Events in the Employee Central Payroll System \[page 170\]](#)

10.4.1.1.3 Replication of No-Shows from Employee Central

See how to replicate No-shows from Employee Central to Employee Central Payroll.

Prerequisites

Employee Central has event *NS* (No-shows) for the *Job Information* block. Note that field *Event* of the *Job Information* block is replicated to infotype 0000 in Employee Central Payroll.

To replicate No-shows from Employee Central, make sure that you have enabled Additional Actions as described in [Multiple Events Per Day](#) and defined an inactive hire personnel action in the Employee Central Payroll system.

In addition, make sure that the *Mult. Actions* checkbox is marked in [Configure Compound Employee API Query](#) under Customizing for [Personnel Management](#) > [Integration Settings for SuccessFactors Employee Central](#) > [Configuration of Point-to-Point Replication](#).

Note

- It's also possible to replicate No-shows without *Additional actions* being activated under the following conditions:
 - The personnel number (PERNR) isn't created: The employee is hired in an inactive status.
 - The personnel number (PERNR) is created: The status can't be changed from active to inactive, and vice versa.
- For the United Kingdom, when an employee has payroll results for a payroll period that fits at event date, replicating No-shows isn't possible.

→ Tip

If you don't want to use this feature, assign your employees to a payroll area that isn't included in the payroll run.

Context

Some hired employees ignore their signed contracts and don't show up to start work.

Because the person is technically hired in the system, you can consider them as No-show and set their status to inactive in Employee Central. When you report No-shows in Employee Central, the corresponding event and event reason are now transferred to your Employee Central Payroll system and processed there as a personnel action

type. If an employee in Employee Central is marked as No-show, Employee Central Payroll sets the employee status to *inactive* so that the changes are reflected in the payroll process accordingly.

Procedure

1. Go to your Employee Central Payroll system.
2. Go to table T529A by specifying SM30. This step is mandatory to prevent errors in the infotype framework.
3. Check and, if necessary, create an inactive hire action:

Field Name	Value
Function Code	1 or 7
Employment Status	0

Here is an example about the configuration of an inactive/withdrawn hire action:

Action	FC	Employ- ment Sta- tus	Spec. Payment Status	P	E	ES	Info Group	Update IT 0000	Update IT 0302
HI	1	0	1	Checkbox is se- lected.	Checkbox is se- lected.	Checkbox is se- lected.	10	Checkbox is se- lected.	Checkbox is se- lected.

The employment status of your employee must reflect the mechanism of being active and later inactive in the corresponding infotype 0000 record on the hire date.

4. Go to table T530 by specifying SM30.
5. [Optional] Check and, if necessary, create the reason for the action.
6. Check the standard delivery for field EC Data type *Event* in *Display Code Value Mapping as Delivered by SAP* (SAP table T77SFEC_CVPROPS) in Customizing for [Personnel Management](#) [Integration Settings for SuccessFactors Employee Central Payroll](#) [Assignment of Code Values For Point-to-Point Replication](#).

⚠ Caution

Don't modify the standard code value mapping.

7. Choose *Maintain Properties for Code Value Mapping* (customer table T77SFEC_CVPROPC) in Customizing for [Personnel Management](#) [Integration Settings for SuccessFactors Employee Central Payroll](#) [Assignment of Code Values](#) [For Point-to-Point Replication](#) and proceed as follows:
 - If the EC Data type *Event* isn't yet mapped using the *Customer Code Value Mapping*, here is what you need to do:
Change the SAP code value mapping properties for field Employee Central data type *Event* at least using *Customer Code Value Mapping*.
 1. [MANDATORY] Choose *Maintain Code Value Mapping* (table T77SFEC_CVMAPC) in Customizing for [Personnel Management](#) [Integration Settings for SuccessFactors Employee Central Payroll](#) [Assignment of Code Values](#) [For Point-to-Point Replication](#). Copy all records for Event from SAP table T77SFEC_CVMAPS.

Note

The mapping of the *Data Type in Employee Central NS* event to the *ERP Code value NS* is required to enable the No-show feature.

2. Once done, add the new mapping for Event *NS* to your new inactive hire action.

- If the Employee Central data type *Event* is already mapped using the *Custom code value mapping*, add the new mapping for Event *NS* to your new inactive hire action.

The following tables provide examples of an international and country/region-specific mapping for the No-shows event:

Example

Configuration for International and country/region-specific [Italy] Code Value Mapping Properties in T77SFEC_CVPROPC

Data Type in Employee Central	ISO Code	End Date	Start Date	Alt. list	Country/Region dependent	Mode
EVENT		31.12.9999	01.01.1800			Mapping via customer table identical mapping
EVENT	IT	31.12.9999	01.01.1800		Checkbox is selected.	

Configuration for International and country/region-specific [Italy] Code Value Mapping in T77SFEC_CVMAPC

Data Type in Employee Central	ISO Code	Alt. list	Employee Central Code Value	ERP Code Value
EVENT			NS	HI
EVENT	IT		NS	HI

8. Save your changes.

Results

You can replicate No-shows to the Actions (0000) infotype. The replication is successful if a No-show is replicated to an *Inactive/Withdrawn* employment status in the corresponding infotype 0000 record on the hiring date.

Related Information

[Reporting No-Show New Hires](#)

10.4.1.1.4 Replication of No-Show Rehire From Employee Central

The following describes the two ways of configuring the replication of no-show rehires in an Employee Central Payroll system.

Context

In your Employee Central system, you have rehired employees. Now, you want to report them as No-shows and take action [Report No-show](#) on the same date as the rehire date.

[Replication of No-Show Rehire Using Artificial Actions \(Standard\) \[page 178\]](#)

During the replication process, the system removes the previous personal action and extends the previous infotype [Actions](#) (0000) record in the Employee Central Payroll system. The two events [Rehire](#) and [No-show](#) are filtered out and not displayed in infotype 0302.

[Replication of No-Show Rehire Using Payroll Events \[page 178\]](#)

The following describes the customizing in your Employee Central Payroll system.

10.4.1.1.4.1 Replication of No-Show Rehire Using Artificial Actions (Standard)

During the replication process, the system removes the previous personal action and extends the previous infotype [Actions](#) (0000) record in the Employee Central Payroll system. The two events [Rehire](#) and [No-show](#) are filtered out and not displayed in infotype 0302.

Related Information

[Artificial Actions \[page 173\]](#)

10.4.1.1.4.2 Replication of No-Show Rehire Using Payroll Events

The following describes the customizing in your Employee Central Payroll system.

Context

In your Employee Central, you have rehired employees. You want to report them as No-shows by taking action [Report No-show](#) on the same date as the rehire date. In your Employee Central Payroll, you want to see the two

events [Rehire](#) and [No-show](#) in infotype 0302. Here is what you need to do to so that both events are displayed in infotype 302:

1. Create an event reason for event [Rehire](#) with payroll event filled by [IR](#)
2. Create an event reason for event [Report No-show](#) with payroll event filled by [NR](#)

For the two new events, you need to configure two new personal actions for the payroll events [NR](#) and [IR](#) as well.

Procedure

1. In Employee Central Payroll go to transaction SM30.
2. Enter table **T529A** in field [Table/View](#), and press [Maintain](#).
3. To set up two new actions in table T529A choose [New Entries](#), and enter the following.

Action	Name of Action Type	FC	Customer-specific Status	Employment Status	Special Payment Status	Update IT0000
IR	Rehire cancelled by no show	0	n/a	n/a	n/a	Field is checked.
NR	Rehire No Show	0	n/a	n/a	n/a	Field is checked.

4. Save your changes.
5. To set up reasons for actions in view V_T530 choose [New Entries](#), and enter the following.

Action	Name of Action Type	Reason for Action
IR	Rehire cancelled by no show	n/a
NR	Rehire No Show	n/a

6. Choose Maintain Code Value Mapping (customer table T77SFEC_CVMAPC) in Customizing for [Personnel Management](#) > [Integration Settings for SuccessFactors Employee Central Payroll](#) > [Assignment of Code Values](#) > [For Point-to-Point Replication](#):

Data Type in Employee Central	Employee Central Code Value	ERP Code Value
EVENT	IR	IR
EVENT	NR	NR

7. Save you changes.
8. In your Employee Central system, enter both events reasons in the relevant Employee Central [Job Information](#) so that you can start the replication of the inactive employment status of the employee who had the status Active (Rehired) before.

Results

In the Employee Central Payroll system, both events *Rehire* and *No-show* are displayed in infotype 0302 for the same day.

Related Information

[Reporting no-show New Hires](#)

10.4.1.1.5 Payroll Event

Payroll events allow you to refine event reasons into more specific events in Employee Central for replication purposes.

Context

To ensure a successful replication of two status changing event reasons on the same day for the same personnel number, you configure payroll events. For more information, see *Creating Event Reasons for Employee Central*.

As a result, when you choose an event reason in the *Job Information* block that has a payroll event assigned to it, Employee Central sends the payroll event to Employee Central Payroll instead of the event.

Caution

Don't change events or payroll events for event reasons that were valid in the past. Changes of this kind can lead to retroactive payroll calculation and can't be imported into Employee Central Payroll.

[Replication Scenarios Using Payroll Events \[page 180\]](#)

Here are some replication scenarios that illustrate how to use payroll events.

Related Information

[Creating Event Reasons for Employee Central](#)

10.4.1.1.5.1 Replication Scenarios Using Payroll Events

Here are some replication scenarios that illustrate how to use payroll events.

[Two Status Changing Event Reasons on the Same Day \[page 181\]](#)

You want to move your employee from legal entity A to legal entity B within the same employment.

[Paid and Unpaid Leave \[page 183\]](#)

You want to break down the event *Leave of Absence* into paid and unpaid leave.

[Configuring Country/Region-Specific Rehiring on the Same Day \[page 184\]](#)

Let's take Russia as example on how to set up terminating and rehiring on the same day.

Related Information

[Troubleshooting Two Different Employment Statuses on the Same Day \[page 186\]](#)

10.4.1.1.5.1.1 Two Status Changing Event Reasons on the Same Day

You want to move your employee from legal entity A to legal entity B within the same employment.

Let's assume that no *Termination* action was explicitly added. The system detects the gap and generates a termination using an artificial action. As a consequence, you get two statuses on the same day that result from a generated termination action for entity A and a rehire action for entity B entered on the same day. In addition, you want to use the same personnel number (PERNR) and ensure that the status of your employee is *Active* on the same day of the change.

❖ Example

In Spain, the direct payment system (sistema de liquidación directa, SLD, in Spanish) is an electronic system through which companies and the Spanish Social Security exchange files to level the databases of both parties, so that the social security actively runs the invoicing process.

Make sure that you've defined a payroll event in Employee Central and configured table T529A accordingly for your rehired employees to prevent from split errors in payroll. For more information, refer to KBA [2150947](#).

⚠ Caution

A company transfer to a new country/region within the current employment isn't supported.

[Settings in Employee Central \[page 182\]](#)

An overview of which settings you need to make in Employee Central to set up the replication of two status changing event reasons on the same day.

[Settings in Employee Central Payroll \[page 183\]](#)

Let's look at the steps involved to set up the replication of two status changing event reasons on the same day in Employee Central Payroll.

10.4.1.1.5.1.1.1 Settings in Employee Central

An overview of which settings you need to make in Employee Central to set up the replication of two status changing event reasons on the same day.




Prerequisites

Make sure that you've made all required settings as described in *Creating Event Reasons for Employee Central*.

Note

Payroll events overrule predefined event like Hire, Rehire, Termination of the *Job Information* block.

Procedure

1. Go to  [Admin Center](#)  [Manage Organization, Pay and Job Structures](#) .
2. Select [Create New: Event Reason](#).
3. Provide all the following information in the *Job Information* block for the following event reasons:

- [Event Termination \(26\)](#)

Field	Value
Event Reason ID	Org assgt Termination
Event Reason Name	org assignment Termination
Status	Active
Event	Termination
Payroll Event	02
Display in Internal Job History portlet	Yes

- [Event Rehire \(R\)](#)

Field	Value
Event Reason ID	Org assgt rehire
Event Reason Name	org assignment rehire
Status	Active
Event	Rehire
Payroll Event	02

Field	Value
Display in Internal Job History portlet	Yes

4. Save your settings

10.4.1.1.5.1.1.2 Settings in Employee Central Payroll

Let's look at the steps involved to set up the replication of two status changing event reasons on the same day in Employee Central Payroll.

Procedure

1. Go to your Employee Central Payroll system.
2. Go to table T529A by specifying SM30. This step is mandatory to prevent errors in the infotype framework.
3. Create an **Organizational Reassignment** action:

Action	Name of Action	FR (Function character for action)	Employment Status	Special Payment Status	Check	Customer-Specific Status
02	Organizational Reassignment	0				

4. [MANDATORY] Choose [Maintain Code Value Mapping](#) (table T77SFEC_CVMAPC) under Customizing for [Personnel Management](#) > [Integration Settings for SuccessFactors Employee Central Payroll](#) > [Assignment of Code Values For Point-to-Point Replication](#) >

The mapping of the [Data Type in Employee Central 02](#) event to the [ERP Code value 02](#) is required to enable the replication of your employee.

5. Once done, add the new mapping for Event 02 to your new action: **Organizational Reassignment**.
6. Save your settings

10.4.1.1.5.1.2 Paid and Unpaid Leave

You want to break down the event [Leave of Absence](#) into paid and unpaid leave.

In Employee Central, create event reasons for each and assign a value to the payroll event. Then assign the event reasons to the event [Leave of Absence](#).

In the Employee Central Payroll system, make sure that payroll events are mapped to the corresponding actions in table T529A.

Now, whenever you choose the event [Leave of Absence](#) and the respective event reason, the system sends whichever value is in the [Payroll Event](#) field: [Paid](#) or [Unpaid](#).

10.4.1.1.5.1.3 Configuring Country/Region-Specific Rehiring on the Same Day

Let's take Russia as example on how to set up terminating and rehiring on the same day.

Context

In some countries/regions like in Russia, it's required by law to terminate and rehire employees on the same day.

→ Remember

As a rule, it isn't allowed to terminate and rehire an employee at the same time because the status is then *Active* and *Inactive* at the same time in Employee Central Payroll.

❖ Example

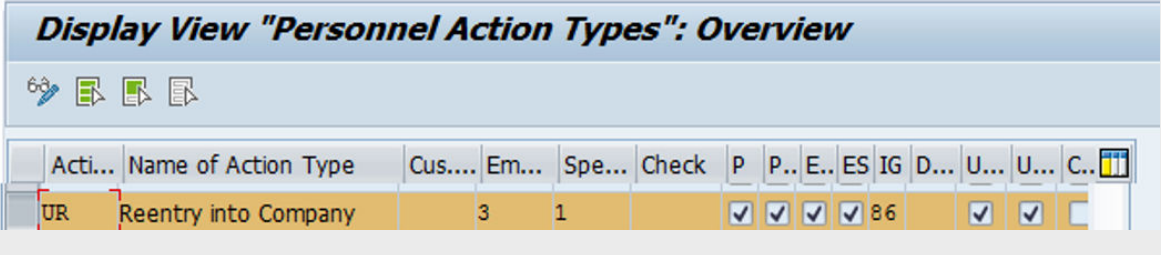
This situation can lead to inconsistent data replication from Employee Central to Employee Central Payroll. Following is a list of the error messages that you receive depending on whether or not the switch EVSUP from the ADMIN Group is activated for additional actions in the T77S0 table:

- Switch EVSUP is ON: Employee is active since...
- Switch EVSUP is OFF: Don't add more than 1 employment status changing actions at same day &1.

Procedure

1. In Employee Central, choose the *Rehire with new employment* event.
Make sure that you've defined the corresponding payroll event for this event.
2. In Employee Central Payroll, make sure that the settings made in the T529A table cover the legal requirements.

❖ Example



Acti...	Name of Action Type	Cus....	Em...	Spe...	Check	P	P..	E..	ES	IG	D...	U...	U...	C...
UR	Reentry into Company		3	1		✓	✓	✓	✓	86		✓	✓	

3. [MANDATORY] Choose *Maintain Code Value Mapping* (table T77SFEC_CVMAPC) under Customizing for *Personnel Management* > *Integration Settings for SuccessFactors Employee Central Payroll* > *Assignment of Code Values For Point-to-Point Replication* to map the *Data Type in Employee Central* event to the *ERP Code value* accordingly.

Next Steps

With these settings, you can replicate rehired employees according to Russian legal requirements.

10.4.1.1.6 Multiple Events Per Day

See how you enable the replication of multiple events per day from Employee Central.

Prerequisite: Enabling the Replication of Multiple Events Per Day

You need to make the following settings in the Employee Central Payroll system:

1. Run the `RPUEVSUP` report for all personnel numbers. The report automatically activates the `EVSUP` switch so that additional actions are written to infotype 0302. Before doing so, check the settings in the `T529A` table to make sure that actions (`MASSN`) are written into infotype 0000 and 0302.
2. Mark the *Mult. Actions* checkbox in *Configure Compound Employee API Query* under Customizing for [Personnel Management](#) > *Integration Settings for SuccessFactors Employee Central Payroll* > *Configuration of Point-to-Point Replication* .

Things to Consider Before Enabling the Replication

- The infotype framework doesn't support the replication of multiple employee status changing events like hire or fire, on one day. You get an error message and the replication fails. For more information, see *Troubleshooting Two Different Employment Statuses on the Same Day*.

i Note

Due to time constraint 1, you can only update one event/action to infotype 0000 per day. If more than one is added on one day, the event with the highest priority is added. You can prioritize the actions in view `V_529A_B` with the field `ORDNR`. The Action with the lowest `ORDNR` has the highest priority. For these actions, there's only one entry in infotype 0302, no matter how often a day an event is entered in the *Job Information*.

- Infotype 0000 has time constraint 1: No overlaps and no gaps are permitted from the hire date to the highest end date (December 31, 9999).
- Infotype 0302 has time constraint 3: Overlaps are allowed. It means, if the action is customized to be filled into infotype 0302 only, you can add as many events as wanted.

Related Information

[Troubleshooting Two Different Employment Statuses on the Same Day \[page 186\]](#)

10.4.1.1.7 Troubleshooting Job Information

Here's a look at some issues you might encounter in the Job Information and what you can do to fix them.

[Troubleshooting Two Different Employment Statuses on the Same Day \[page 186\]](#)

How to solve situations where employees are Active and Inactive on the same day.

[Hiring with Two Job Information Records \[page 187\]](#)

How to troubleshoot hiring with two Job Information records.

[How to Correct Job Information Data \[page 188\]](#)

Understand the difference between using the *Edit* and *Make Correction* features when correcting *Job Information* data in Employee Central.

10.4.1.1.7.1 Troubleshooting Two Different Employment Statuses on the Same Day

How to solve situations where employees are Active and Inactive on the same day.

What's the Issue?

Depending on whether or not the switch `EVSTUP` from the `ADMIN` Group is activated for additional actions in the `T77S0` view, you get the following messages:

- Switch `EVSTUP` is ON: *Employee is active since...*
- Switch `EVSTUP` is OFF: *Don't add more than 1 employment status changing actions at same day &1*

Reasons

There are several different reasons for the errors:

- After the mapping, two personal actions, for example *Termination* and *Rehire*, exist on the same day for the same personal number. As a consequence, the employee is *Inactive* and *Active* on the same day in the Employee Central Payroll system. The *Actions* (0000) infotype forbids such a case, that is, two different employment statuses on the same day.
- An intercompany transfer is maintained for an employee for which the hire date of the employment in the new legal entity and the termination date in the previous legal entity are the same. This leads to replication errors because an employee can't be active and inactive on the same date.

What You Can Do

Here is what you can do to correct the errors:

1. Create an employment for the new company. Before creating it, remove the last *Job Information* record of the previous employment that caused the error.

i Note

We strongly recommend that you maintain the termination in the previous employment and rehire the employee in Employee Central using the [Rehire with new employment](#) event.

2. Configure a payroll event for only one employment. For more information, refer to [Two Status Changing Event Reasons on the Same Day \[page 181\]](#)

10.4.1.1.7.2 Hiring with Two Job Information Records

How to troubleshoot hiring with two Job Information records.

What's the Issue?

If you receive the following errors, it may be caused by hiring an employee with two [Job Information](#) records.

Error Message Text

Invalid combination of action type 01/action reason PP

Start date before initial entry date (31.12.9999)

Here are the details of each record causing the error:

Record	Start Date	End Date	Event	Event Reason	Sequence Number	Code Value Mapping
Personal action 1	1.1.2018	1.1.2018	H	New Hire isn't mapped. As a consequence, there's no event reason defined for this action.	0	Event H is mapped to Hiring action 1.
Personal action 2	1.1.2018	31.12.9999	5	Data Change is mapped to action reason PP.	1	Event 5 is mapped to Hiring action 2.

Personal action 2 is used for the hire because the [Job Information](#) record is considered as active. However, since event 5 is mapped to the [Organizational Change](#) action and not the hire action, action 1 is automatically inserted as default personal action. As a result, you receive the error [Invalid combination of action type 01/action reason PP](#) because this combination isn't allowed in the T530 table.

What You Can Do

To fix the error, select one of the following options:

- Delete the second job information record using the job information history. Replicate the hire once again. Once the hire is replicated successfully, insert the second record again.
- Define a new event reason for the *Data Change* event. This event must be allowed for the corresponding hire action. Note that you fill the *Payroll event* field with an event reason code NOT mapped to any personal action.
- If you decide to keep the records causing the error, go to SM30, enter the *V_T530* view. Define the hiring action and action reason accordingly.

10.4.1.1.7.3 How to Correct Job Information Data

Understand the difference between using the *Edit* and *Make Correction* features when correcting *Job Information* data in Employee Central.

What's the Issue?

If you receive an error message that says *Succession of the same action of type &1 is not supported*, the reason may be that you use the *Edit* standard feature to create a job information. In fact, you create it at the same time as the existing employment.

What You Can Do

Correct the *Job Information* record using the *Make Correction* feature. Select an event and event reason for the Job Information. Usually, as an HR admin, you select a *Data Change* event or an event including a payroll event for a mapped organizational change personal action.

10.4.2 Job Information - Infotype 0001

Here you find an overview of generic fields. These fields allow you to map Job Information of an employee from Employee Central to Employee Central Payroll.

Job Information (Infotype 0001)

Employee Central Payroll					Employee Central				
IT0001 Target	Manda- tory?	Max. Length	Data Type for Code Value Mapping	Default- Mapping Mode	Is Code Value Mapping Country/ Region Specific?	Field ID	Field La- bel	Manda- tory?	Picklist ID
BTRTL	Yes	4	-	-	-	location	Location	No	-
WERKS									
BUKRS	Yes	4	-	-	-	company	Company	No	-
KOSTL	No	10	-	-	-	cost-cen- ter	Cost Cen- ter	No	-
PERSG	Yes	1	EM- PLOYEE_C LASS	Customer Table	No	employee- class	Employee Class	No	employee- Class
PERSK	Yes	2	EMPLOY- MENT_TY PE	Customer Table	Yes	employ- ment-type	Employ- ment Type	No	employ- mentType
ANSVH	No	2	CON- TRACT_TY PE	Customer Table or Identical Mapping	Yes	contract- type	Contract Type	No	contrac- tType
STELL	No	8	-	-	-	job-code	Job Classi- fication	Yes	-
PLANS	No	8	-	-	-	position	Position	No	-
ORGEH	No	8	-	-	-	business unit	Business Unit	No	-
						depart- ment	Depart- ment		
						division	Division		

Infotype 0001 Fields That Are Automatically Filled

The field...	...is derived from...
Administrator Group (SBMOD)	the country grouping (MOLGA) that belongs to the country code of the work agreement item.
Administrator (SACHP)	the first entry in table T526, belonging to the personnel area defined by the <code>PERMANENT_ESTABLISHMENT_ID</code> of the work agreement item.
Organizational Key (VDSK1)	cost center and personnel area.

i Note

If you want to modify feature VDSK1, use BAdI [Change mapped infotype 0001 data](#) (HRSFEC_B_CE_CHANGE_IT0001).

Related Information

[Implementing BAdIs to Enhance Already Mapped Master Data \[page 127\]](#)

10.4.2.1 Known Issue: Inconsistent Assignment of Personnel Area to Company Code

How to correct an inconsistent assignment of personnel area to company code.

What's the Issue?

If you receive the message that says *Inconsistency for assignment of personnal area &1 to company code &2*, it may be caused by an inconsistent assignment of the personnel area to the company code.

i Note

To ensure a successful replication of employee data, a personnel area must be assigned to a company code. The personnel area feeds the first characters of the location mapping key. The company code must be mapped to a legal entity in Employee Central.

What You Can Do

Correct the data in Employee Central or go to Employee Central Payroll. Modify the inconsistent assignment in the `V_T500P` view, if appropriate, maintain the assignment in the view if the assignment is missing.

10.4.3 Job Information - Infotype 0007

Here you find an overview of generic fields. These fields allow you to map Job Information of an employee from Employee Central to Employee Central Payroll.

Job Information (Infotype 0007)

Employee Central Payroll					Employee Central				
IT0007 Target	Mandatory?	Max. Length	Data Type for Code Value Mapping	Default-Mapping Mode	Is Code Value Mapping Country/Region Specific?	Field ID	Field Label	Mandatory?	Picklist ID
TEILK	No	1	-	-	-	is-fulltime-employee	Fulltime employee indicator	No	-
WKWDY	No	4	-	-	-	working-DaysPer-Week	Working days per week	No	-
SCHKZ	Yes	8	-	-	-	work-schedule-code	Work Schedule	No	-

Note

The `EMPCT` (Employment percent) field is calculated by the infotype framework. If `EMPCT` is lower than 100, the `TEILK` and `DYSCH` fields are set by default. In this case, `TEILK` is overwritten although the employee is determined as *is full time employee*.

[How to Exclude Infotype 0007 from Replication \[page 192\]](#)

See how to exclude infotype 0007 from the replication.

[Using the Payroll Switch WKWDY \[page 193\]](#)

See how to activate the `WKWDY` switch to exclude infotype 0007 from replication or enable the replication of casual workers.

[Enabling the Replication of Casual Workers \[page 193\]](#)

See how to enable the replication of casual workers from Employee Central.

[Working Hours \[page 194\]](#)

See how working hours are replicated from Employee Central.

[Work Schedule ID \[page 196\]](#)

[Working Week \[page 197\]](#)

There are two ways to determine the value for Working Week `WEEK`:

10.4.3.1 How to Exclude Infotype 0007 from Replication

See how to exclude infotype 0007 from the replication.

Context

Here are the options you can select to exclude infotype 0007 from the replication process:

1. In your Employee Central Payroll system, use the Infotype Filter to filter out infotype 0007. For more information on filtering infotypes, see *Infotype Filtering*.
2. In your Employee Central system, leave the *Working Days per Week* field empty and make sure that the switch `WKWDY` doesn't have the value 2.

▼ Job Information

Employee Status	Active
Supervisor	Dora Zamora
Job Classification	Analyst
Job Title	Analyst
Local Job Title	
Pay Grade	Salary Grade
Regular/Temporary	Regular
Standard Weekly Hours	40
Working Days Per Week	<input type="text"/>

Related Information

[Filtering by Infotype \[page 114\]](#)

10.4.3.2 Using the Payroll Switch WKWDY

See how to activate the WKWDY switch to exclude infotype 0007 from replication or enable the replication of casual workers.

Procedure

1. In your Employee Central Payroll system, go to the T77S0 table by specifying transaction SM30.
2. Select *Position* then enter *SFEC* in the *Group Name* field and *WKWDY* in the *Semantic abbr.* field.
3. Activate the switch by selecting the value from the dropdown list of the *Value abbr.* field.

The following table gives information on the values you can choose:

Value of Switch WKWDY	Description
Empty	Infotype 0007 isn't replicated from Employee Central. A warning message is displayed.
1	The replication stops if the <i>Working Days Per Week</i> field is empty for the selected personnel numbers. An error message is displayed.
2	Infotype 0007 is replicated if the <i>Working Days Per Week</i> field is empty for the selected PERNRs. No error message is displayed.

4. Save your settings.

10.4.3.3 Enabling the Replication of Casual Workers

See how to enable the replication of casual workers from Employee Central.

Prerequisites

Make some important initial settings in Employee Central before replicating casual workers to Employee Central Payroll:

- Leave intentionally the *Working Days per Week* field empty in the *Job Information* block.
- Leave the *Standard weekly hours* field empty and don't use extensibility when setting the hours.
- Define a work schedule in Employee Central for casual workers.
- In *Work Schedule Replication Exclusion*, create a list to include work schedule rules for casual workers. For more information, see [Work Schedule Replication Exclusion List](#)
- In the Employee Central Payroll system, select *2* to activate the switch *WKWDY*.

Context

You can replicate zero working days for casual workers who don't have a working pattern in Employee Central. It means that an infotype 0007 can be created in Employee Central Payroll.

Procedure

1. Specify a work schedule rule for casual workers.

For more information about the settings in Employee Central Payroll, see KBA [2990393](#).

2. Create the code value mapping for SCHKZ in [Maintain Code Value Mapping](#) in the Customizing for [Integration Settings for SuccessFactors Employee Central Payroll](#) > [Assignment of Code Values](#) > [For Point-to-Point Replication](#).

Mapping in T77SFEC_CVMAPC

Data type in Employee Central	ISO code	Alt. list	Employee Central Code Value	ERP Code Value
WORK_SCHEDULE_RULE	AU		CASUAL	CASUAL

3. Save your settings.

10.4.3.4 Working Hours

See how working hours are replicated from Employee Central.

Replication by Default

The following fields are calculated automatically by the system, as described in the table:

Infotype	Field Name	Infotype Field	Is calculated using:
0007	Daily working hours	ARBST	Employee Central <i>standard weekly hours</i> divided by Employee Central <i>working days per week</i>
0007	Employment percent	EMPCT	Daily working hours (ARBST) and Work Schedule Rule (SCHKZ)

Infotype	Field Name	Infotype Field	Is calculated using:
0007	Weekly working hours	WOSTD	Employment percentage (EMPCT) multiplied by the respective values as defined in table T508A for work schedule.
	Monthly working hours	MOSTD	
	Annual working hours	JRSTD	

i Note

In Employee Central, you should ensure the entries for working hours (standard-hours) or days (workingDaysPerWeek) make sense, for example, don't enter more than 7 days for a working week.

i Note

It's important that feature `WRKHR` has been maintained correctly. Go to transaction PE03 in Employee Central Payroll and make sure it looks like this:



Replication using Basic Extensibility

Alternatively, you can use basic extensibility to replicate to infotype 0007 fields for [Working Hours](#):

❖ Example

You can map the [Standard Weekly Hours](#) field in [Job information](#) to the WOSTD field using basic extensibility. Then, you include this field as calculation basis in feature `WRKHR` set to W/X. WOSTD is mapped from the [Standard Weekly Hour](#) field. All other working hours fields like ARBST, MOSTD, JRSTD are derived from the calculation.

You can make the following settings:

This setting...	Makes this field editable...
W/X	Working Hours per Week
M/X	Working Hours per Month

This setting...	Makes this field editable...
Y/X	Working Hours per Year

Dummy Work Schedule

Working hours aren't automatically calculated by the system.

Planned working times are replicated to infotype 2003. It's required to specify a dummy work schedule rule in infotype 0007. How to handle infotype 0007 is provided in KBA [2984800](#).

Related Information

[Basic Extensibility: Mapping Employee Central Fields to Infotypes \[page 124\]](#)

[Extensibility \[page 122\]](#)

[Defining Dummy Work Schedule](#)

10.4.3.5 Work Schedule ID

To set up replication of Work Schedule ID to infotype 0007 you have to create mapping in table T77SFEC_CVMAPC to Employee Central Payroll value SCHKZ.

Infotype 0007 is created from the mapping table using the [Work Schedule Rule](#).

Deriving the Work Schedule from Settings in Employee Central Payroll

If the Employee Central value or * (asterisk) is mapped to **space** in table T77SFEC_CVMAPC, table T508A is evaluated with parameters based on [Personnel Area](#) and [Personnel Subarea](#) of infotype 0001.

- If **NORM** is found in table T508A, infotype 0007 is created with Work Schedule **NORM**.
- If **NORM** is not found in table T508A, then infotype 0007 is created based on the first hit in table T508A after sorting by SCHKZ.

Related Information

[Assignment of Code Values \[page 116\]](#)

10.4.3.6 Working Week

There are two ways to determine the value for Working Week `WEEK`:

- In the Employee Central, add a custom field to Job Information and map it using Basic Extensibility to Employee Central Payroll.
- In the Employee Central Payroll system, use the `WEEK` feature and implement BAdI `HRSFEC_B_CE_CHANGE_IT0007` to change the already mapped infotype data for infotype 0007. For more information, refer to the system documentation.

Note

It isn't enough to just maintain the `WEEK` feature. If you don't implement the BAdI as well, the data is ignored by the replication.

Related Information

[Extensibility \[page 122\]](#)

10.4.4 Job Information - Infotype 0008

Here you find an overview of generic fields. These fields allow you to map Job Information of an employee from Employee Central to Employee Central Payroll.

Job Information - Infotype 0008

Employee Central Payroll					Employee Central				
IT0008 Target	Mandatory?	Max. Length	Data Type for Code Value Mapping	Default-Mapping Mode	Is Code Value Mapping Country/Region Specific?	Field ID	Field Label	Mandatory?	Picklist ID
TRFGB	Yes	2	PAY_SCAL E_AREA	Customer Table	Yes	payScaleArea	Pay scale area	No	-
TRFAR	Yes	2	PAY_SCAL E_TYPE	Customer Table	Yes	payScaleType	Pay scale type	No	-

IT0008 Target	Manda- tory?	Max. Length	Data Type for Code Value Mapping	Default- Mapping Mode	Is Code Value Mapping Country/ Region Specific?	Field ID	Field La- bel	Manda- tory?	Picklist ID
TRFGR	No	8	PAY_SCAL E_GROUP	Customer Table	Yes	paySca- leGroup	Pay scale group	No	-
TRFST	No	2	PAY_SCAL E_LEVEL	Customer Table	Yes	payScale- Level	Pay scale level	No	-

[Capacity Utilization Level \[page 198\]](#)

[Full-Time Equivalent \(FTE\) \[page 201\]](#)

Find out how to replicate the Employee Central *Full-time Equivalent (FTE)* field to the *Basic Pay* (0008) infotype.

10.4.4.1 Capacity Utilization Level

Default Replication Logic

The Infotype Framework defaults the infotype 0008 fields *Capacity Utilization Level*, *Work Hours/Period*, and *Annual Salary* based on the content of infotype 0007 field *Employment percent*.

The screenshot displays two SAP configuration screens. On the left, the 'Work schedule rule' screen shows 'Employment percent' with a value of 100.00. On the right, the 'Pay scale' screen shows 'Capacity Util. Level' with a value of 100.00. A red arrow points from the 'Employment percent' field in the left screen to the 'Capacity Util. Level' field in the right screen, indicating the default replication logic.

Fill Infotype 0008 with Employee Central Custom Fields from Compensation Information

The following fields are filled with custom fields.

Properties and Length of the Fields

Employee Central Payroll

IT0008

Target	Mandatory?	Max. Length
TRFGR	No	8
TRFGB	Yes	2
TRFAR	Yes	2
TRFST	No	2
BSGRD	Yes	5
DIVGV	Yes	5
STVOR	No	8
ANSAL	No	15
EIN01	No	3
CPIND	No	1

Fill Infotype 0008 with Employee Central Custom Fields from Job Information

The following fields are filled with custom fields:

Properties and Length of the Fields

Employee Central Payroll

IT0008

Target	Mandatory?	Max. Length
BSGRD	Yes	5
DIVGV	Yes	5
STVOR	No	8
ANSAL	No	15
ANCUR	No	5
CPIND	No	1

Related Information

[Basic Extensibility: Mapping Employee Central Fields to Infotypes \[page 124\]](#)

10.4.4.2 Full-Time Equivalent (FTE)

Find out how to replicate the Employee Central *Full-time Equivalent (FTE)* field to the *Basic Pay* (0008) infotype.

Here are the options for mapping the FTE field to the BSGRD and DIVGV fields of the *Basic Pay* (0008) infotype:

Option

Direct Mapping of the value

Description

❖ Example

Field FTE

You want to map the FTE field from Employee Central to the BSGRD (Capacity Utilization Level) field of IT0008 in Employee Central Payroll. Note that the BSGRD field is only filled with a percentage. For that reason, create a custom field to multiply the Employee Central FTE by 100. By doing so, you ensure that field BSGRD is filled with a percentage.

In the V_HRSFEC_EXTMAP view, press F4 in each column to select the respective value. For example, press F4 in the Employee Central Node Name column. You get the list of EC node names, select job_information.

Em- ployee Central Node Name	EC Ele- ment	Infotype	Field	Data Type in Em- ployee Central
job-infor- mation	cus- tom_dou- ble2	0008	BSGRD	

⚠ Caution

For Brazil and India DIVGV is an obligatory field in table T588MFPROPS. Activate both fields in the V_T588MFROPC view.

i Note

If both fields BSGRD and DIVGV are mapped with value zero, the framework will calculate value for BSGRD and DIVGV from IT0007 by standard logic, the mapped value 0 is ignored.

For more information on how to map standard fields, refer to [Basic Extensibility: Mapping Employee Central Fields to Infotypes \[page 124\]](#) .

Option	Description
Advanced Mapping of the value If more information is needed than the one provided with the basic mapping, implement BAdI HRSFEC_B_CE_CHANGE_IT0008. BAdIs overrule the existing settings.	For more information, refer to Implementing BAdIs to Enhance Already Mapped Master Data [page 127].

10.4.5 Job, Position, and Org. Unit

Switch the replication of *Job*, *Position*, and *Org. Unit* on in table T77S0.

1. Go to transaction *SM30*.
2. Enter table / view *V_T77S0*.
3. Click *Maintain*.
4. Click *New entries*.
5. Enter the following data:
 - *Group*: **SFEC**
 - *Semantical abbreviation (sem.abbr)*: **JBPS**
 - *Value abbreviation (Value abbr)*: **X**

10.4.5.1 Checking and Creating Jobs, Positions and Org. Units

Find out how to run the RP_HRSFEC_JOB_POS_REPL report. Additionally, there's a local version of this report RP_HRSFEC_JOB_POS_REPL_WCS available for Brazil, Canada, and Hong Kong.

Prerequisites

- Before you run this report, make sure that Organizational Management Integration isn't enabled.
- For replicating Org. Units, you have to set the switch for group SFEC and semantic abbreviation OURPL accordingly.
- For the automated run, you have to set the Connection Data using the Configuration Report (RP_HRSFEC_PTP_CONFIGURATION) for Employee Central Payroll.
- For the manual run, you must first export job, position, and org.unit data from Employee Central. To export this data, search for *Import and Export Data* in search field of the Employee Central system. Choose *Export Data*, specify the object you want to export, and export. For Org. Units, you must select the object (business unit, department, or division) you've defined in the switch.

i Note

For CBO codes Brazil, check the *Include Dependencies* flag before exporting positions.

- Only if you want to use external numbering for Jobs, Positions and Org. Units: Set the switch for group SFEC and semantic abbreviation EXJPO.

Context

You use the Check and Create Jobs, Positions, and Org. Units report (RP_HRSFEC_JOB_POS_REPL) to import all the Employee Central job, position, and org. unit master data to Employee Central Payroll. You can also check, if some data is missing or incorrect.

i Note

The texts for job, position, and org. unit master data are stored in standard tables. Therefore, the text length is limited to maximum 25 characters. You can't change this length. If you exceed the maximum length of 25 characters, the texts get truncated.

There are two ways of running this report:

- Automatically: Run the report in the background and schedule it regularly. If you have multiple languages, create one variant for each language and schedule a background job for each variant.
- Manually: Run the report separately for each language.

Procedure

1. Select *Automated* or *Manual*, depending on how you want to run the report.
2. For the *Automated* run, provide following data:
 - a. Under *Importing Language*, enter the language that is used for the import.
 - b. Set the flag for *Job Description*, *Position Description*, and/or *Org. Unit Description* to specify the descriptions to be replicated. Specify at least one of these checkboxes before you can run the report.
 - c. Set the flag for *Display Output before Change*, if you want to display the output first before proceeding manually. The checkbox is ignored, when running the report in the background.
3. For the *Manual* run, provide following data:
 - a. Under *Importing Language*, enter the language used in the files.
 - b. Under *Import Jobs File*, *Import Positions File* and/or *Import Org. Unit File*, select the CSV file that you've exported from Employee Central. Specify at least one of these files before you can run the report.
 - c. Set the flag for *With extra ERP only entries*, if you also want to show the equivalent entries that exist only in Employee Central Payroll.
 - d. Set the flag for *Hide all entries that are OK*, if you want to hide entries that don't require any further changes.
4. (Optional) Select your own variant of this report under *Layout Variant*.
5. Run the report.

Results

Any entries that are missing or incorrect are highlighted in red. The standard screen layout is as follows:

- Object indicates, if the entry refers to a job, position or org. unit.
- [Mapping](#) exists or not.
- [Job OK](#), which indicates whether all job properties in Employee Central Payroll are the same as in Employee Central.
- Job definition properties ([ID](#), [Description](#), [Start Date](#), [End Date](#)) are displayed, which are derived from T513 table.
- [Position OK](#) indicates whether all position properties in Employee Central Payroll are the same as in Employee Central.
- Position definition properties are displayed, which are derived from T528b table, such as [ID](#), [Description](#), [Start Date](#), and [End Date](#).
- [Org. Unit OK](#) indicates, whether all Org. Unit properties in Employee Central Payroll are the same as in Employee Central.
- Org. Unit definition properties are displayed, which are derived from T527x table, such as [ID](#), [Description](#), [Start Date](#), and [End Date](#).

10.4.6 Location

In Employee Central, [location](#) is represented by an instance of the foundation object [Location](#). For every location, you need to create a [personnel subarea](#) in Employee Central Payroll including information for the [personnel area](#) and related customizing settings. The codes for personnel subareas are checked and maintained with table T001P.

In the inbound service, mapping entries in table T77SFEC_KMAPPEST are required. Access this table in the Customizing activity [Assign External Place of Work Keys to Internal Place of work Keys](#).

Related Information

[Assigning Key Mapping of Organizational Data](#)

10.4.7 Mapping Company to Company Code

Prerequisites

To map the [Company](#) from the Job Information block to the [Company code](#) in the Employee Central Payroll system, make sure that organizational master data exists in the Employee Central Payroll. For more information, see [Assigning Key Mapping of Organizational Data](#).

Context

In Employee Central, *Company* is represented by an instance of the *Legal Entity* foundation object. For every company, you need to create a company code in Employee Central Payroll including the customizing settings needed for payroll processing. The company codes are checked and maintained with table T001.

i Note

Mapping entries are required if the length of the element company is longer than 4 characters.

Procedure

1. In the Employee Central Payroll system, go to transaction `SPRO` and choose SAP Reference IMG.
2. Choose *Assign External Company Code Keys to Internal Company Code Keys* (T77SFEC_KMAPCOMC) under Customizing for **Personnel Management** > *Integration Settings for SuccessFactors Employee Central Payroll* > *Assignment of Key Mapping of Organizational Data* to map Employee Central *Company ID* with *Company code*.

Data is replicated based on the following sequence:

1. At least one company is specified in the *Company* field. Otherwise, an error message is raised and the replication process stops.
2. A company code is mapped to a given company.
3. A company code is mapped to a default company. Use * to search if a company exists in Employee Central.
4. If the length of the company is 4, map the company code to the company.
5. If nothing is found during the replication process, an error message is raised asking you to make the required settings.

Related Information

[Assigning Key Mapping of Organizational Data \[page 119\]](#)

10.5 Compensation Information - Infotype 0001

Here you find an overview of generic fields. These fields allow you to map Compensation Information of an employee from Employee Central to Employee Central Payroll.

Employee Central Payroll					Employee Central				
IT0001 Target	Manda- tory?	Max. Length	Data Type for Code Value Mapping	Default- Mapping Mode	Is Code Value Mapping Country/ Region- Specific?	Manda- tory?	Field ID	Field La- bel	Picklist ID
ABKRS	Yes	2	PAY- ROLL_GR OUP	Customer Table	Yes	No	pay-group	Pay Group	-

Note

To enable the replication of this data to Employee Central Payroll, set in the Succession Data Model the *Pay Group* field as mandatory in *Compensation Information*. The *Pay Group* field is no longer needed in *Job Information* for the employee master data replication.

10.6 Biographical Information - Infotype 0002 and 709

Here you find an overview of generic fields. These fields allow you to map Biographical Information of an employee from Employee Central to Employee Central Payroll.

Mapping Table for Infotype 0002

Employee Central Payroll					Employee Central				
IT0002 Target	Manda- tory?	Max. Length	Data Type for code value mapping	Default- Mapping Mode	Is Code Value Mapping Country/ Region- Specific?	Field ID	Field La- bel	Manda- tory?	Picklist ID
GBDAT	Yes	8	-	-	-	date-of- birth	Date of Birth	No	-
GBLND	No	3	-	-	-	country-of- birth	Country/ Region of birth	No	-

Employee Central Payroll

Employee Central

IT0002 Target	Manda- tory?	Max. Length	Data Type for code value mapping	Default- Mapping Mode	Is Code Value Mapping Country/ Region- Specific?	Field ID	Field La- bel	Manda- tory?	Picklist ID
GBORT	No	40	-	-	-	place-of- birth	Place of birth	No	-
NAME2	No	40	-	-	-	birth-name	Birth Name	No	-
GBDEP	No	3	-	-	-	region-of- birth	Region of Birth	For IT and FR	-

Mapping Table for Infotype 0709

Employee Central Payroll					Employee Central				
IT0709 Target	Mandatory?	Max. Length	Data Type for code value mapping	Default-Mapping Mode	Is Code Value Mapping Country/Region-Specific?	Field ID	Field Label	Mandatory?	Picklist ID
person-id-external	Yes	20	-	-	-	em- ployee_id_ external	Person ID	Yes	-

→ Remember We recommend you to set the visibility of person-id-external to view in HRIS element personIn fo of the Succession Data Model.

Note

For Concurrent Employment: Activate the CCURE_PIDGN or CCURE_PIDSL switches to set up the personnel external ID in the initial screen for master data maintenance like PA30.

→ Remember

We recommend you to set the visibility of `person-id-external` to view in HRIS element `personInfo` of the Succession Data Model.

Related Information

[Enabling Concurrent Employment in Employee Central Payroll \[page 101\]](#)

10.7 Personal Information - Infotype 0002

Here you find an overview of generic fields. These fields allow you to map Personal Information of an employee from Employee Central to Employee Central Payroll.

Employee Central Payroll						Employee Central				Additional Information
IT0002 Target	Mandatory?	Max. Length	Data Type for Code Value Mapping	Default-Mapping Mode	Is Code Value Mapping Country/Region-Specific?	Field ID	Field Label	Mandatory?	Picklist ID	
FAMST	No	1	MARITAL-STATUS	-	-	marital-status	Marital status	No	-	
FAMDT	No	8	-	-	-	marital status since	Marital status since	No	-	

Employee Central Payroll						Employee Central			Additional Information	
IT0002 Target	Mandatory?	Max. Length	Data Type for Code Value Mapping	Default-Mapping Mode	Is Code Value Mapping Country/Region-Specific?	Field ID	Field Label	Mandatory?	Picklist ID	
SPRSL	Yes	1	-	-	-	native-preferred-lang	Native preferred language	No	language	Use the two character ISO 639 language codes as provided in Employee Central and also supported in Employee Central Payroll. If an error is raised during the replication, check the language codes available in table T002 in the Employee Central Payroll system.

Employee Central Payroll						Employee Central				Additional Information
IT0002 Target	Mandatory?	Max. Length	Data Type for Code Value Mapping	Default-Mapping Mode	Is Code Value Mapping Country/Region-Specific?	Field ID	Field Label	Mandatory?	Picklist ID	
GESCH	No	1	GENDER	SAP table	No	gender	Gender	No	Gender	The outbound service sends the values M = male and F=female. Do not associate this field with a picklist. The values are automatically mapped using the inbound service. In this case, no additional mapping is required.
NAME2	No	40	-	-	-	birth-name	Birth Name	No	-	
VORNA	No	40	-	-	-	firstName	Given name	No	-	
NACH2	No	40	-	-	-	third-name	Third Name	No	-	
NACHN	Yes	40	-	-	-	lastName	Family name	No	-	

Employee Central Payroll					Employee Central				Additional Information
IT0002 Target	Mandatory?	Max. Length	Data Type for Code Value Mapping	Default-Mapping Mode	Is Code Value Mapping Country/Region-Specific?	Field ID	Field Label	Mandatory?	Picklist ID
MIDNM	No	40	-	-	-	middle-Name	Middle name	No	-
VORSW	No	15	NAME_P REFIX, mapped via SAP table	-	-	name-prefix	Prefix	No	nameprefix
VORS2	No	15	NAME_P REFIX, mapped via SAP table	-	-	partner-name-prefix	Partner Name Prefix	No	nameprefix
NAMZU	No	15	NAME_S UUFFIX	SAP table	No	nameSuffix	Suffix	No	-

Employee Central Payroll			Employee Central							Additional Information
IT0002 Target	Mandatory?	Max. Length	Data Type for Code Value Mapping	Default-Mapping Mode	Is Code Value Mapping Country/Region-Specific?	Field ID	Field Label	Mandatory?	Picklist ID	
ANRED	Yes	1	SALUTATION	SAP table	No	salutation	Salutation	No	salutation	<p>The Employee Central field salutation is associated to the picklist ID salutation. In Employee Central, the external codes for this picklist ID are filled with the values Mr and Ms.</p> <div> ⚠ Caution Set this field to mandatory in Employee Central. </div>

Employee Central Payroll						Employee Central				Additional Information
IT0002 Target	Mandatory?	Max. Length	Data Type for Code Value Mapping	Default-Mapping Mode	Is Code Value Mapping Country/Region-Specific?	Field ID	Field Label	Mandatory?	Picklist ID	
TITLE	No	15	-	-	-	title	Title	No	-	
INITS	No	10	-	-	-	initials	Initials	No	-	
NATIO	Yes	3	-	-	-	nationality	Nationality	No	-	
RUFNM	Yes	40	-	-	-	Nickname	Preferred Name	No	-	You can activate the MAP_PREFERRED_NAME switch in the case described in Enabling Time-Dependent Replication Framework [page 83]

Note

If you're having problems with country/region-specific replication, meaning, you aren't seeing the correct country/region-specific screens, ensure that the feature IVWID is set for infotype 0002.

The mapping can vary depending on the country or region of the employee. Additionally, mandatory settings can vary per country or region. For more information, see the [Country/Region Specifics for Employee Central Payroll](#) guide.

10.8 National ID Card - Infotype 0002

Here you find an overview of generic fields. These fields allow you to map National ID Card of an employee from Employee Central to Employee Central Payroll.

Employee Central Payroll					Employee Central				
IT0002 Target	Mandatory?	Max. Length	Data Type for Code Value Mapping	Default-Mapping Mode	Is Code Value Mapping Country/Region-Specific?	Field ID	Field Label	Mandatory?	Picklist ID
-	Yes	-	-	-	-	nationalId-Card	Country/region	-	-
PERID	Yes	20	-	-	-		national-id	-	-

No further mapping is required.

i Note

Only [national-ids](#) that are flagged as primary in Employee Central are replicated to infotype 0002.

i Note

Temporary ID from [national-id](#) block in Employee Central is replicated to Employee Central Payroll when [IS_TEMPORARY](#) field is set as true in Employee Central.

i Note

[national-id](#) is required for replication for Canada, Czech Republic, Finland, France, Spain, Sweden, the United Kingdom, and the United States.

For Brazil, [national-ids](#) are NOT replicated.

i Note

Certain country/region versions use additional secondary infotypes for [national-id](#): Austria, Egypt, India, Malaysia, Oman, Mexico, and Singapore (infotype 0185), Brazil (infotype 0465), Japan (infotype 0140), and Russia (infotype 0037). These additional infotypes aren't yet supported for replication, except that Pan Card information for India is replicated into infotype 0185. For information about PAN Card replication for India, see SAP Note 2126080. Replication to infotype 0185 is supported for China, Hong Kong, Thailand, United Arab Emirates, and Saudi Arabia.

10.9 Address Information - Infotype 0006

Here you find an overview of generic fields. These fields allow you to map Address Information of an employee from Employee Central to Employee Central Payroll.

⚠ Caution

In Employee Central Payroll, there are required fields that must be filled that are not required for Employee Central. This is highly country/region-specific. You can see table T588MFPROPS to make sure the right fields are replicated for the right countries or regions.

i Note

The layout and labels of the address fields given in Employee Central varies depending on the country or region selected.

The table below shows the address fields available in Employee Central and the typical corresponding Employee Central Payroll field.

i Note

The mapping can vary depending on the country or region of the address. For more information see respective section of the [Country Specifics for Employee Central Payroll](#) guide.

Employee Central Payroll						Employee Central			
IT0006 Target	Mandatory?	Max. Length	Data Type for Code Value Mapping	Default Mapping Mode	Is Code Value Mapping Country/Region-Specific?	Field ID	Field Label	Mandatory?	Picklist ID
ANSSA	Yes	4	ADDRESS_TYPE	SAP table	No	address-type	Address type	No	addressType
Country/Region-specific mapping	No	-	-	-	-	address1	Country-specific labels	No	-
Country/Region-specific mapping	No	-	-	-	-	address2	Country-specific labels	No	-
Country/Region-specific mapping	No	-	-	-	-	address3	Country-specific labels	No	-

Employee Central Payroll

Employee Central

IT0006 Target	Manda- tory?	Max. Length	Data Type for Code Value Mapping	Default Mapping Mode	Is Code Value Mapping Country/ Region- Specific?	Field ID	Field La- bel	Manda- tory?	Picklist ID
Country/ Region- specific mapping	No	-	-	-	-	ad- dress4-8	Country- specific la- bels	No	-
ORT01	Yes	40	-	-	-	city	City	No	-
STATE	Depends on the country/ region whether county/ region is replicated, and whether the field is mandatory in Em- ployee Central Payroll	3	SAP table	-	-	county	County	No	-
STATE	Depends on the country/ region whether state is re- plicated, and whether the field is mandatory in Em- ployee Central Payroll	3	-	-	-	state	State	No	-

Employee Central Payroll

Employee Central

IT0006 Target	Manda- tory?	Max. Length	Data Type for Code Value Mapping	Default Mapping Mode	Is Code Value Mapping Country/ Region- Specific?	Field ID	Field La- bel	Manda- tory?	Picklist ID
STATE	Depends on the country/ region whether province is replicated, and whether the field is mandatory in Em- ployee Central Payroll	3	-	-	-	province	Province	No	-
PSTLZ	No	10	-	-	-	zip-code	ZIP code	No	-
LAND1	Yes	3	-	-	-	country	Country	No	-

10.9.1 Address Type

Map the Employee Central codes to the SAP GDT codes as shown in the following table:

Employee Central Code: Picklist Code	SAP Global Data Type Code: AD- DRESS_USAGE_CODE	Employee Central Payroll: Address Re- cord Type Code
home	HOME	Default target value: 1= permanent resi- dence
host		Default target value: 1= permanent resi- dence
mailing		No default mapping
benefits		No default mapping

The Employee Central field [ADDRESS_TYPE](#) is associated with the picklist [addressType](#). The external codes [business](#) and [home](#) cannot be changed. However, it is possible to add new picklist code values for [addressType](#) in Employee Central.

During the replication process, the Employee Central field [ADDRESS_TYPE](#) is mapped to the Employee Central Payroll [Subtype](#) and [Address Record Type](#) of intoype 0006. The mapping is done using code value mapping in the T77SFEC_CVMAPC table.

If a transmitted value has no corresponding mapping entry, then this address is not processed. The employee is saved without this specific [address type](#). The inbound service maps the Employee Central external code values to the target values.

Here the options to change the default mapping:

- Change the Employee Central codes to match the Employee Central Payroll codes. In addition, you must add the respective mapping entries to the T77SFEC_CVMAPC table. Access this table in the Customizing for [Integration Settings for SuccessFactors Employee Central Payroll](#) > [Assignment of Code Values](#) > [For Point-to-Point Replication](#) > [Maintain Code Value Mapping](#).
- Keep the Employee Central codes as they are. In this case, you must map in the T77SFEC_CVMAPC table. Access this table in the Customizing activity [Maintain Code Value Mapping](#).

❖ Example

Simple Target Values	Comments
1 = permanent residence	In default system setup, the pay statement is sent to this address.
2 = temporary residence	This could be a holiday address, for example.
3 = home address	
4 = emergency address	
5 = mailing address	This is a suitable code value for a business address

You want to replicate an emergency address:

1. Make sure that the Employee Central picklist [addressType](#) contains a code value called [emergency](#).
2. Add an entry in table T77SFEC_CVMAPC with the code value [emergency](#) as in step 1 and the target value 4 = [emergency](#).

i Note

The Employee Central Payroll target value of the code value mapping can only be 32 characters long and the original Employee Central code value in the mapping 128 characters long.

Related Information

[Assignment of Code Values \[page 116\]](#)

10.9.2 Effective Start / End Date

There is direct mapping to the corresponding *validity period* fields of infotype 0006. No further mapping is required.

i Note

In every point in time, there must be only one valid residence address for the employee to be considered for the replication to the respective employment PERNR in Employee Central Payroll system to infotype 0006 (subtype 1).

10.9.3 Address1

The mapping of *Address1* is country-dependent. For most countries this field is mapped to the field *street* of Infotype 0006. For an overview of which fields need country-dependent mapping for which countries see *Country Dependent Mapping of Address Fields (infotype 0006)*.

Exception

The Employee Central Field *Address1* cannot be mapped directly to a suitable message type field. For the Netherlands, the Employee Central field *Address3* is mapped to the Employee Central Payroll field *Street* of infotype 0006 (technical field name STRAS).

For more information, refer to the [Employee Central Country/Region Specifics](#) guide.

10.9.4 Address3

In the standard delivery, there is country-dependent mapping for some countries such as Mexico and the Netherlands. Usage of Address3 can vary greatly depending on the local address layout, for example, it can be used as an extra address line or to indicate an apartment in a building (Spain). For further details, see *Country Dependent Mapping of Address Fields (infotype 0006)*.

For more information, refer to the [Employee Central Country/Region Specifics](#) guide.

10.9.5 City

The Employee Central field [City](#) is mapped directly to the corresponding field City in infotype 0006. No further mapping is required.

10.9.6 State / Province / County

In this case there is country-dependent mapping of 3 source fields: [State](#), [Province](#), and [County](#) into one single target field.

The target field in Employee Central Payroll is either [Region](#) or [District](#) in infotype 0006. For a complete list of which target field [County](#) is mapped to which country, see *Country Dependent Mapping of Address Fields (infotype 0006)*.

❖ Example

For Ireland, the field labeled [County](#) in Employee Central maps to [County Code](#) of infotype 0006 (technical field name STATE). Whereas for Australia, the field [County](#) in Employee Central maps to District (technical field name ORT02) and [State](#) maps to the field with the same name in Employee Central Payroll (technical field name STATE).

⚠ Caution

For Employee Central Payroll in certain countries, State/Province (or the country equivalent) is a mandatory field. If you hire an employee or create a Global assignment in Employee Central for an employee to one of these countries and State is missing, this will cause replication to fail.

For example, an Austrian employee is assigned to a Canadian branch. PROVINCE is a mandatory field for Canada, but the equivalent field of STATE is not required in Austrian addresses in Employee Central Payroll, so it has not been maintained for this employee. Even if the field is provided on the Employee Central side, but the mapping on the Employee Central Payroll system side is incomplete, you will receive an error message when you try to assign this employee into Canadian payroll system.

You should therefore ensure that the picklist mapping in Employee Central and the equivalent mapping in Employee Central Payroll is complete.

10.9.7 Country/Region

There is direct mapping to the corresponding [Country](#) field of infotype 0006. No further mapping is required.

i Note

There must be entries in table T005 for all countries/regions that are contained in the replicated addresses.

10.10 Payment Information - Infotype 0009

Here you find an overview of generic fields. These fields allow you to map Payment Information of an employee from Employee Central to Employee Central Payroll.

You can maintain an employee's payment details in Employee Central using MDF-based Payment Information.

For new customers, the old HRIS-based Direct Deposit/Payment information (handled by the HRIS elements `directDeposit` and `paymentInfo`) is no longer supported; and you must use the new MDF-based Payment Information. For existing customers, we highly recommend that you migrate to the new MDF-based Payment Information.

For more information, see the *Implementing Employee Central Core* guide.

⚠ Caution

MDF-based Payment Information is based on the employee's employment, therefore, in order for MDF-based Payment Information to work, Job Information must be set up.

Advantages of MDF-based Payment Information:

- Effective dating
- Each pay type can have its own payment method.
- Improved UI usability
- All data of HRIS-based Payment Information that was supported for replication is now also supported with the new MDF-based Payment Information, and more, for example the field Building Society Roll Number for the United Kingdom is only supported for the new MDF-based Payment Information.

⚠ Caution

Make sure that you have made the following settings in order for the replication from Employee Central to Employee Central Payroll to work:

1. Create the banks you want to replicate using transaction `FI01`.
2. Select the MDF object bank in Employee Central to be mapped to a corresponding bank object in Employee Central Payroll

Employee Central Payroll					Employee Central				
IT0009 Target	Mandatory?	Max. Length	Data Type for Code Value Mapping	Default-Mapping Mode	Is Code Value Mapping country/region-specific?	Field ID	Field Label	Mandatory?	Picklist ID
ZLSCH	Yes	1	PAYMENT_METHOD	Customer Table	Yes	payment-Method	Payment Method	No	-
BANKL	No	15	-	-	-	routing-Number	Routing number	No	-

Employee Central Payroll

Employee Central

IT0009 Target	Manda- tory?	Max. Length	Data Type for Code Value Mapping	Default- Mapping Mode	Is Code Value Mapping country/ region- specific?	Field ID	Field La- bel	Manda- tory?	Picklist ID
BKONT	For certain countries/ regions	2	BANK_AC- COUNT_T YPE	-	Yes	account- Type	Account Type	No	-
BKONT	For certain countries/ regions	2	-	-	-	checkDigit	Bank Con- trol Keyt	No	-
BANKN	No	18	-	-	-	account- Number	Account Number	No	-
EMFTX	No	40	-	-	-	accoun- tOwner	Account Owner	No	-
BANKS	Yes	3	-	-	-	bankCoun- try	Bank Country/ Region	No	-
BETRG	For certain pay types (= sub- types of in- fotype 9 in Employee Central Payroll)	13	-	-	-	amount	Amount	No	-
WAERS	Yes	5	-	-	-	currency	Currency	No	-
ANZHL	For certain pay types (= sub- types of in- fotype 9 in Employee Central Payroll)	5	-	-	-	percent	Percent	No	-
IBAN	For certain countries/ regions	34	-	-	-	IBAN	Interna- tional bank account number	No	-

Employee Central Payroll


Employee Central

IT0009 Target	Manda- tory?	Max. Length	Data Type for Code Value Mapping	Default- Mapping Mode	Is Code Value Mapping country/ region- specific?	Field ID	Field La- bel	Manda- tory?	Picklist ID
PSKTO	For certain countries/ regions	16	-	-	-	building- SocietyR- ollNumber (UK)	Building Society Roll Num- ber (UK)	No	-
						variable- Symbol (Slovakia)	Variable Symbol (Slovakia)		
ZWECK	No	40	-	-	-	purpose	Purpose	No	-

i Note

Depending on the [Account Owner](#) is replicated or not to the [Payee](#) (EMFTX [Postal Code](#) (BKPLZ) or [City](#) (BKORT) are read by report [pre-DME](#) and displayed in transaction) field in Employee Central Payroll, address information of the payee like PA20 as follows:

Employee Central	Employee Central Payroll	How report pre-DME and PA20 read address information in Employee Central Payroll?
Account Owner is filled.	The account owner is mapped to the payee.	Fields BKPLZ or BKORT) field in Employee Central Payroll, address information of the payee like aren't filled because only data from infotype 0009 is read. To enable fields to be read by the report pre-DME and transaction PA20, implement HRSFEC_B_CE_CHANGE_IT0009.
Account Owner is empty	No data is replicated.	EMFTX is read from infotype 0001 whereas BKPLZ and BKORT from infotype 0006.

For more information, see KBA [2554800](#) .

Country/region-specific Fields

For the MDF-based payment information, additional country/region-specific fields are specified in country/region-specific objects (PaymentInformationDetailV3<CountryCode>). For example, buildingSocietyRollNumber is specific to the United Kingdom and given in PaymentInformationDetailV3GBR. buildingSocietyRollNumber is mapped to PSKTO in Infotype 0009.

i Note

accountType is required for replication for countries/regions including Argentina, Colombia, Japan, and the United States. For these countries/regions, the account-type is mapped to BKONT of *infotype 0009*.

checkDigit (Bank Control Key) is required for replication for the following countries/regions: Brazil, France, Italy, Mexico, Russia, Chile, and Spain. For these countries/regions, bank-control-key is instead mapped to BKONT of *infotype 0009*.

accountNumber, currency, Proof of Identity (ID used by the employee when opening the bank account), and accountType are required for replication for Colombia if the selected payment method type is Bank Transfer. The proof of ID values is from table T5R05.

Purpose is never replicated for Czech Republic.

Related Information

[Country/Region Specifics for Employee Central Payroll](#)

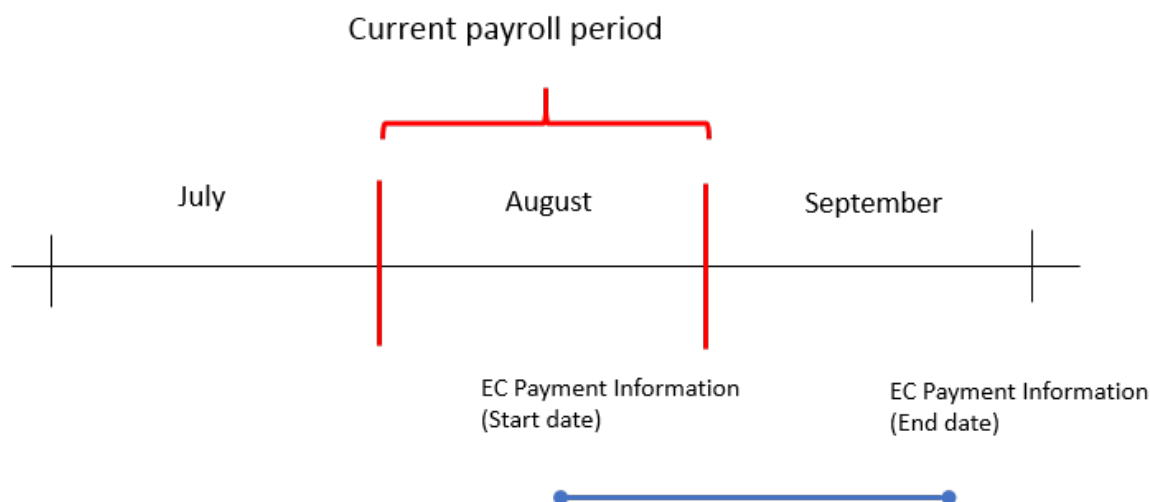
10.10.1 Payment Information: Handling of Dates

Describes how dates are handled when *Payment Information* data is replicated to Infotype *Bank Details* (0009).

Take a look at how *Payment Information* is automatically replicated to infotype 0009:

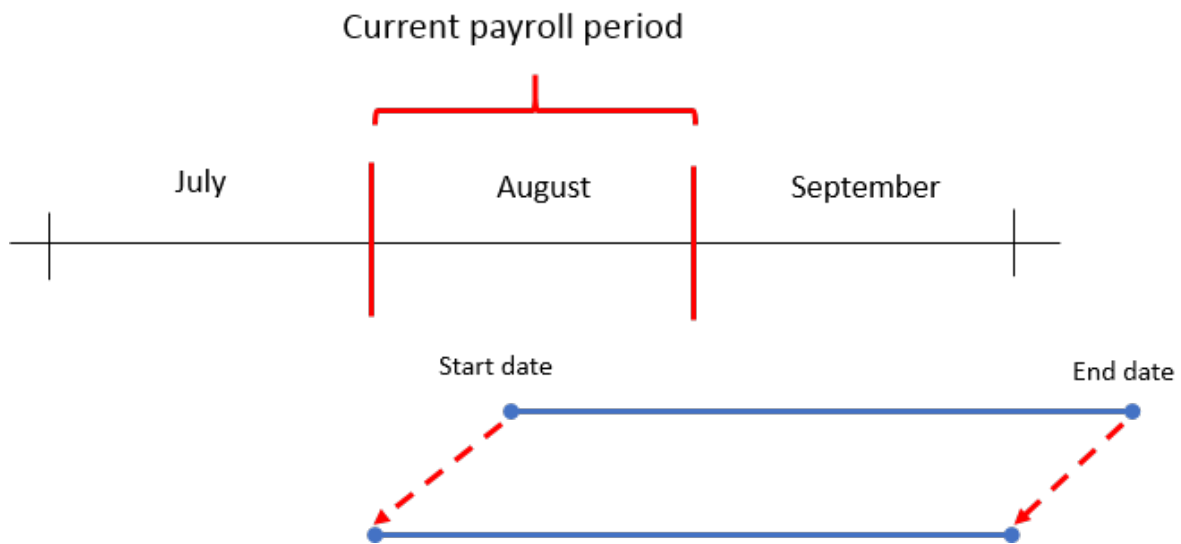
Standard Replication Scenario

The start and end date of the *Payment Information* in Employee Central are used to create an infotype 0009 record in Employee Central Payroll as illustrated:

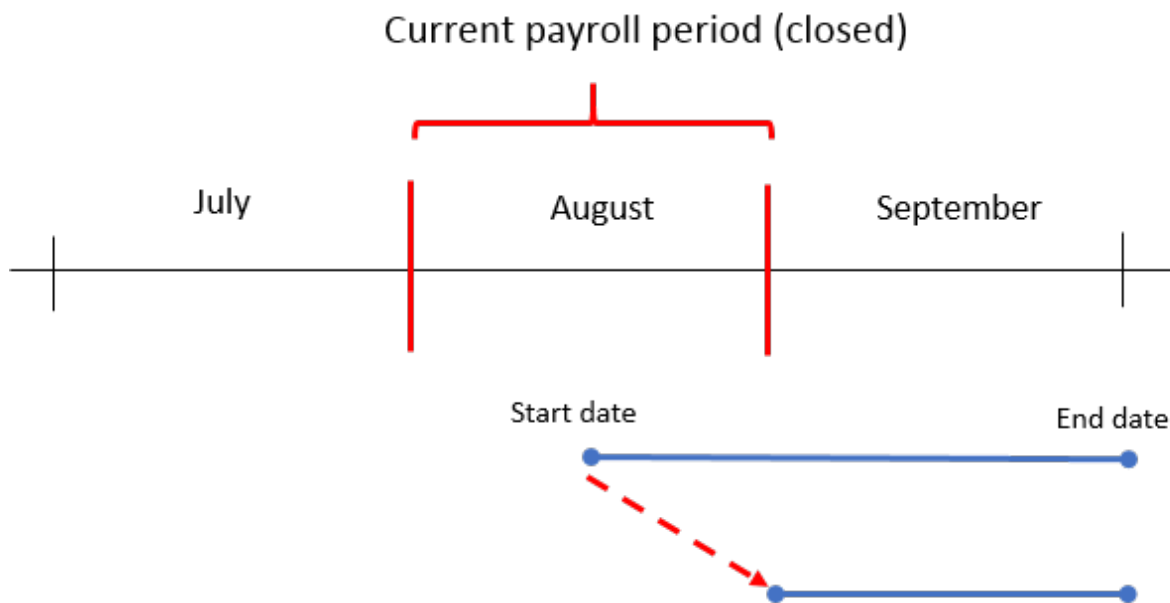


Automatic Handling of Dates for Specific Payment Information Replication Scenarios

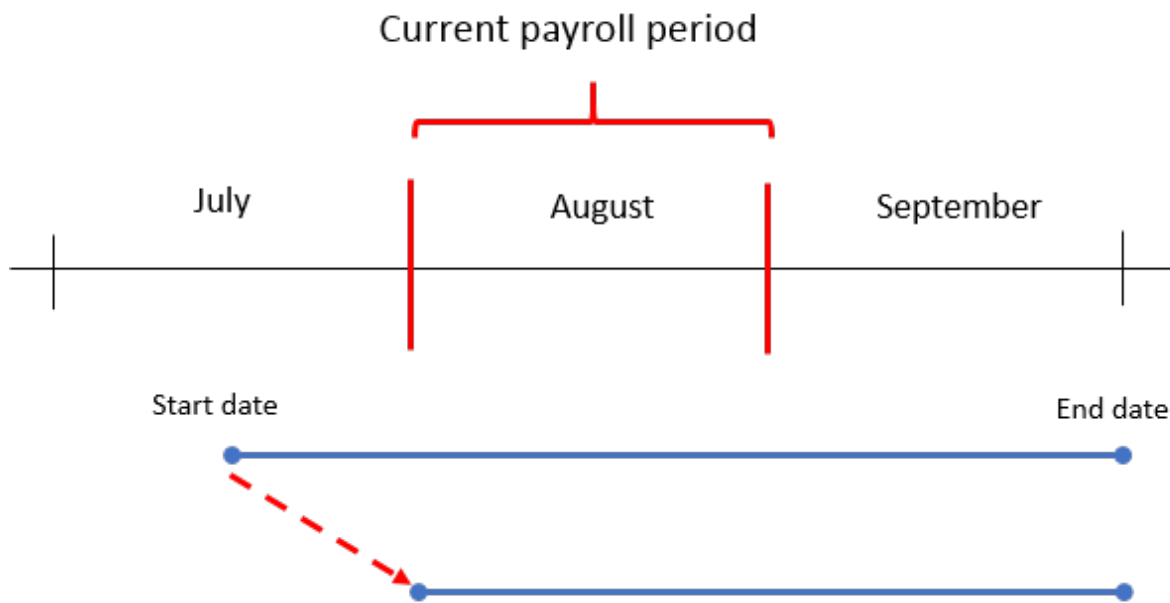
1. If the subtype is *Other bank* (1), the start and end date of the *Payment Information* is adjusted to the payroll period dates as illustrated:



2. If the payroll is already calculated in productive mode, the start date is adjusted to the start date of the next payroll period as illustrated:



3. If the *Payment Information* start date is before the current payroll period, the start date is adjusted to the start date of the current payroll period as illustrated:



i Note

In case of Hiring, the start date of the [Payment Information](#) can't be earlier than the Hire date. So, during the replication, it's automatically adjusted to the hire date of the employee.

10.10.2 Payment Type

Payment Type in the MDF-based Payment Information is mapped to Payment Type Code in Employee Central Payroll and defines in which subtype of infotype 0009 Payment Information is replicated. The standard delivery includes the following entries:

Payment Type	Infotype 0009 Subtype (Payment Type Code)
Main Payment Method	0
Payroll	1
Bonus	6

i Note

For an SAP payroll system, Synchronization Support Package SPB9 must be installed in your system. Please note that you can't use the feature as a whole until the support package mentioned has been released. The full documentation will be made available then too.

10.10.3 Payment Method

It is recommended that the external codes and external names for Payment Method are configured in Employee Central as shown in the table below. The externalCode is the payment method's technical identifier. It is mapped

to field ZLSCH of infotype 0009 with respect to the country of employment of the replicated employee. The field payment method must be filled for replication to be successful.

externalCode	externalName
05	Bank Transfer
06	Check
09	Cash

For more information on how to configure payment method in Payment Information in Employee Central, see section *Setting up MDF-based Payment Information > Configure Payment Methods using Manage Data*.

For more information, refer to the [Implementing Employee Central Core](#) guide.

For more information on code mapping in Employee Central inbound processing see *Assignment of Code Values*.

Related Information

[Assignment of Code Values \[page 116\]](#)

10.10.4 Routing Number

The routing number is a key that uniquely identifies a bank.

The Employee Central field routingNumber is transferred unchanged from Employee Central to Employee Central Payroll, where it is stored in field BANKL of infotype 0009.

The Employee Central field routingNumber must be filled for replication to be successful if no IBAN is entered.

10.10.5 Account Number

The [accountNumber](#) is a key that uniquely identifies a bank account at a bank.

The Employee Central field [accountNumber](#) is transferred unchanged from Employee Central to Employee Central Payroll, where it is stored in field BANKN of infotype 0009.

i Note

For China, if the bank account number entered in Employee Central is more than 18 digits, the first 18 digits are replicated to field BANKN (Bank Account) and the remaining digits are replicated to field BKREF (Reference Details) of infotype 0009.

For Russia, bank account numbers of 20 digits can be entered in Employee Central. The first 2 digits are replicated into field BKONT (Bank Control Key) and the remaining 18 digits are replicated into field BANKN (Bank Account) of infotype 0009.

The Employee Central field [accountNumber](#) must be filled for replication to be successful if no IBAN is entered.

10.10.6 Account Owner

The account owner is the person a bank account belongs to.

The Employee Central field [accountOwner](#) is a string which is transferred unchanged from Employee Central to Employee Central Payroll, where it is stored in field `EMFTX` of infotype 0009.

The Employee Central field Account Owner is not necessary for the successful replication. Employee Central Payroll uses the formatted name of the employee, the actual name format can vary depending on the country. For example, it could be a concatenation of the employee's salutation, name, and family name.

10.10.7 Bank Country

The bank country is the country a bank is legally based in.

The Employee Central field [bankCountry](#) is an ISO-3 code which is transferred unchanged from Employee Central to Employee Central Payroll where it is mapped to ISO-2 format and then stored in field `BANKS` of infotype 0009.

The Employee Central field [bankCountry](#) must be filled for replication to be successful if no IBAN is entered.

10.10.8 Currency

The Employee Central field [currency](#) is an ISO-3 code which is transferred unchanged from Employee Central to Employee Central Payroll where it is stored in field `WAERS` of infotype 0009.

Maintaining the Employee Central field [currency](#) is necessary for successful replication of payment information.

10.10.9 International Bank Account Number (IBAN)

The international bank account number (IBAN) is a key that uniquely identifies a bank account across national borders.

The Employee Central field [iban](#) is a string which is transferred unchanged from Employee Central to Employee Central Payroll where it is stored in field `IBAN` of infotype 0009.

i Note

If the IBAN is provided in the payment information, any information entered in the Employee Central fields [Routing Number](#) and [Account Number](#) are overwritten by the information provided by the IBAN.

10.11 Pay Component Recurring - Infotypes 0008, 0014

Here you find an overview of generic fields. These fields allow you to map Pay Component Recurring of an employee from Employee Central to Employee Central Payroll.

Employee Central Payroll						Employee Central			
IT0008	Mandatory?	Max. Length	Data Type for Code Value Mapping	Default Mapping Mode	Is Code Value Mapping Country/Region-Specific?	Field ID	Field Label	Mandatory?	Picklist ID
IT0014									
Target									
BEGDA	No	8	-	-	-	EffectiveStartDate	-	No	-
ENDDA	No	8	-	-	-	EffectiveEndDate	-	No	-
LGA01, LGA02... LGART	Yes	4	PAY_COMPONENT	Customer Table	Yes	pay-component	Pay component	No	-
WAERS	No	5	-	-	-	currency-code	Currency	No	-
BET01, BET02... BETRG	No	13	-	-	-	calculated-amount	Calculated Amount	No	-
ZEINH	No	3	UNIT_OF_MEASURE	SAP Table	No	unit-of-measure	Unit of Measure	No	-
ZEINZ ZANZL	Yes	3	-	-	-	frequency	Pay frequency	No	-

Note

Only wage types with time constraints 1 and 2 are replicated to Employee Central Payroll. Time constraint 3 is supported only for wage types in infotypes 0015 and 0267.

10.11.1 Pay Component

In Employee Central the *pay component* is represented by an instance of the foundation object Pay Component. For every pay component in Employee Central you need a wage type in Employee Central Payroll. Wage type codes in SuccessFactors Employee Central Payroll are checked with table T512W.

i Note

You map these fields to either infotype 0008 (Basic Pay) or 0014 (Recurring Payment) in the T77SFEC_WT_PROC table in the Customizing activity [Assign Wage Types to Infotypes](#). For more information, see *Wage Type Processing*.

This is necessary to ensure that the pay component is associated with the correct JobInfo and the respective infotype (0008 or 0014) is associated with the right personal number when an employee gets a new contract in a different country. Remember that the pay group must be the same in compensation information and in the JobInfo.

Related Information

[Assignment of Code Values \[page 116\]](#)

[Wage Type Processing \[page 119\]](#)

10.11.2 Currency/Amount

An amount replicated by Employee Central is stored in your system with the number of decimal places defined by the respective currency. If you need more decimal places, you will have to create artificial currencies with the desired amount of decimal places and assign these to the respective wage types.

For more information see the Customizing activity [Assign Currencies to Wage Types](#) in *Wage Type Processing*.

Related Information

[Wage Type Processing \[page 119\]](#)

10.11.3 Unit of Measure

In Employee Central the field Unit of Measure is represented by an instance of the Foundation Object [Pay Component Recurring](#). Make sure that the visibility of the field [Unit of Measure](#) is set to both in the Corporate Data Model. The fields [Unit of Measure](#) and [Rate](#) have to be defined in the data model so that the Pay Component Type [Number](#) is available. Before you get started, make sure that your pay components and wage types are set up correctly. Take special care that the [Input Combination](#) for your wage types make sense.

For more information see sections [Wage Type Processing \[page 119\]](#) of this guide.

1. Create at least the following instances of the generic object [Unit of Measure](#) in Employee Central as shown in the table below. It is important that you create the instances exactly as they are shown here. It will make mapping easier for you and ensure successful replication.

externalCode	externalName
ANN	Years
DAY	Day
H87	Pieces
HUR	Hours
KMT	Kilometers
MIN	Minutes
MON	Months
P1	Percent

2. Map these instances to their counterparts in Employee Central Payroll. For more information on how to do this, section [Assignment of Code Values \[page 116\]](#).

Related Information

[Assignment of Code Values \[page 116\]](#)

[Wage Type Processing \[page 119\]](#)

10.11.4 Frequency

In Employee Central the field *frequency* is represented by an instance of the foundation object *Frequency*. It contains the fields *annualizationFactor* and *payFrequency* to translate the frequency into occurrences per year. In PayComponentRecurring, these occurrences are used to show the frequency of recurring payments. Replication transfers the fields *annualizationFactor* and *payFrequency* into three fields of PayComponentRecurring:

- CompensationCompCalDayRecurr/FrequencyCode
- CompensationCompCalDayRecurr/FrequencyValue
- CompensationCompRecurrFrequency

Here are the relations between the annualization factor and the frequency and how the mapping is done:

Annualization Factor	Pay Frequency	Frequency / Value	Frequency Code	Compensation CompRecurr Frequency	Description
0.0		1	3	3	Hourly: Only for infotype 0008
1.0		1	7	7	Yearly
12.0		1	6	6	Monthly
24.0		99	9	9	Semi-Monthly
26.0		2	5	8	Biweekly

Annualization Factor	Pay Frequency	Frequency / Value	Frequency Code	Compensation CompRecurr Frequency	Description
4.0		3	6	11	Quarterly
52.0		1	5	5	Weekly
any	3	initial	initial	3	Hourly: Only for infotype 0008
any	5	initial	initial	5	Weekly
any	6	initial	initial	6	Monthly
any	7	initial	initial	7	Yearly
any	8	initial	initial	8	Biweekly
any	9	initial	initial	9	Semimonthly
any	10	initial	initial	10	Four-weekly
any	11	initial	initial	11	Quarterly
any	12	initial	initial	12	Semiyearly

⚠ Caution

Annualization factors and frequencies that are not described in the table above are not included in the standard replication.

i Note

If the field *Pay Frequency* is blank, the system considers the value of the field *Annualization Factor* for mapping. If the field *Pay Frequency* isn't blank, the system ignores the value of the field *Annualization Factor*. The valid values for *Pay Frequency* are the following:

- Infotype 0008: 3, 5, 6, 7, 8, 9, 10, 11, and 12.
- Infotype 0014: 5, 6, 7, 8, 9, 10, 11, and 12.

⚠ Caution

If the relevant pay component is mapped to **infotype 0008**, the annualization factor and the pay frequency are checked against payroll periodicity. The data is only stored in infotype 0008 if the annualization factor matches payroll periodicity. With the exception of the annualization factor *hourly*. In this case, the annualization factor isn't checked with payroll periodicity. The annualization factor *daily* isn't stored in infotype 0008.

If the pay component is mapped to **infotype 0014**, the annualization factor *semimonthly* is only possible when payroll periodicity is semimonthly as well.

→ Tip

For troubleshooting, check KBA [2763016](#) and [2800645](#).

Related Information

[Wage Type Processing \[page 119\]](#)

10.12 Recurring Deductions - Infotype 0014

Here you find an overview of generic fields. These fields allow you to map Recurring Deductions of an employee from Employee Central to Employee Central Payroll.

Employee Central Payroll						Employee Central			
IT0014 Target	Manda- tory?	Max. Length	Data Type for Code Value Mapping	Default Mapping Mode	Is Code Value Mapping Country/ Region- Specific?	Field ID	Field La- bel	Manda- tory?	Picklist ID
BEGDA	No	8	-	-	-	effectiveS- tartDate	Effective Start Date	No	-
ENDDA	No	8	-	-	-	effecti- veEndDate	Effective End Date	No	-
LGART	Yes	4	PAY_COM- PONENT	Customer Table	Yes	payCom- ponent- Type	Pay com- ponent	No	-
ZEINH	No	20	UNIT_OF_ MEASURE	SAP Table	No	uni- tOfMeas- ure	Unit Of Measure	No	-
BETRG	No	13	-	-	-	amount	Amount / Percent- age / Number of units	No	-
ANZHL	No	7	-	-	-	amount	Amount / Percent- age / Number of units	No	-
WAERS	No	5	-	-	-	currency	Currency	No	-

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IT0014 Target	Manda- tory?	Max. Length	Data Type for Code Value Mapping	Default Mapping Mode	Is Code Value Mapping Country/ Region- Specific?	Field ID	Field La- bel	Manda- tory?	Picklist ID
ZEINZ	Yes	3	-	-	-	frequency	Frequency	No	-
ZANZL									
ZDATE	No	8	-	-	-	effectiveS- tartDate	Effective Start Date	No	-

i Note

The ANZHL and ZEINH fields are only filled if the Pay Component Category of the Pay Component is a [Number](#) or a [Percentage](#).

Related Information

[Wage Type Processing \[page 119\]](#)

10.12.1 Pay Component

In Employee Central the [pay component](#) is represented by an instance of the foundation object Pay Component. For every pay component in Employee Central you need a wage type in Employee Central Payroll. Wage type codes in SuccessFactors Employee Central Payroll are checked with table T512W.

i Note

You map these fields to either infotype 0008 (Basic Pay) or 0014 (Recurring Payment) in the T77SFEC_WT_PROC table in the Customizing activity [Assign Wage Types to Infotypes](#). For more information, see [Wage Type Processing](#).

This is necessary to ensure that the pay component is associated with the correct JobInfo and the respective infotype (0008 or 0014) is associated with the right personal number when an employee gets a new contract in a different country. Remember that the pay group must be the same in compensation information and in the JobInfo.

Related Information

[Assignment of Code Values \[page 116\]](#)

[Wage Type Processing \[page 119\]](#)

10.12.2 Currency/Amount

An amount replicated by Employee Central is stored in your system with the number of decimal places defined by the respective currency. If you need more decimal places, you will have to create artificial currencies with the desired amount of decimal places and assign these to the respective wage types.

For more information see the Customizing activity [Assign Currencies to Wage Types](#) in *Wage Type Processing*.

10.12.3 Unit of Measure

In Employee Central the field Unit of Measure is represented by an instance of the Foundation Object [Pay Component Recurring](#). Make sure that the visibility of the field [Unit of Measure](#) is set to both in the Corporate Data Model. The fields [Unit of Measure](#) and [Rate](#) have to be defined in the data model so that the Pay Component Type [Number](#) is available. Before you get started, make sure that your pay components and wage types are set up correctly. Take special care that the [Input Combination](#) for your wage types make sense.

For more information see sections [Wage Type Processing \[page 119\]](#) of this guide.

1. Create at least the following instances of the generic object [Unit of Measure](#) in Employee Central as shown in the table below. It is important that you create the instances exactly as they are shown here. It will make mapping easier for you and ensure successful replication.

externalCode	externalName
ANN	Years
DAY	Day
H87	Pieces
HUR	Hours
KMT	Kilometers
MIN	Minutes
MON	Months
P1	Percent

2. Map these instances to their counterparts in Employee Central Payroll. For more information on how to do this, section [Assignment of Code Values \[page 116\]](#).

Related Information

[Assignment of Code Values \[page 116\]](#)

[Wage Type Processing \[page 119\]](#)

10.12.4 Frequency

In Employee Central the field *frequency* is represented by an instance of the foundation object *Frequency*. It contains the fields *annualizationFactor* and *payFrequency* to translate the frequency into occurrences per year. In PayComponentRecurring, these occurrences are used to show the frequency of recurring payments. Replication transfers the fields *annualizationFactor* and *payFrequency* into three fields of PayComponentRecurring:

- CompensationCompCalDayRecurr/FrequencyCode
- CompensationCompCalDayRecurr/FrequencyValue
- CompensationCompRecurrFrequency

Here are the relations between the annualization factor and the frequency and how the mapping is done:

Annualization Factor	Pay Frequency	Frequency / Value	Frequency Code	Compensation CompRecurr Frequency	Description
0.0		1	3	3	Hourly: Only for infotype 0008
1.0		1	7	7	Yearly
12.0		1	6	6	Monthly
24.0		99	9	9	Semi-Monthly
26.0		2	5	8	Biweekly
4.0		3	6	11	Quarterly
52.0		1	5	5	Weekly
any	3	initial	initial	3	Hourly: Only for infotype 0008
any	5	initial	initial	5	Weekly
any	6	initial	initial	6	Monthly
any	7	initial	initial	7	Yearly
any	8	initial	initial	8	Biweekly
any	9	initial	initial	9	Semimonthly
any	10	initial	initial	10	Four-weekly
any	11	initial	initial	11	Quarterly
any	12	initial	initial	12	Semiyearly

⚠ Caution

Annualization factors and frequencies that are not described in the table above are not included in the standard replication.

i Note

If the field *Pay Frequency* is blank, the system considers the value of the field *Annualization Factor* for mapping. If the field *Pay Frequency* isn't blank, the system ignores the value of the field *Annualization Factor*. The valid values for *Pay Frequency* are the following:

- Infotype 0008: 3, 5, 6, 7, 8, 9, 10, 11, and 12.
- Infotype 0014: 5, 6, 7, 8, 9, 10, 11, and 12.

⚠ Caution

If the relevant pay component is mapped to **infotype 0008**, the annualization factor and the pay frequency are checked against payroll periodicity. The data is only stored in infotype 0008 if the annualization factor matches payroll periodicity. With the exception of the annualization factor *hourly*. In this case, the annualization factor isn't checked with payroll periodicity. The annualization factor *daily* isn't stored in infotype 0008.

If the pay component is mapped to **infotype 0014**, the annualization factor *semimonthly* is only possible when payroll periodicity is semimonthly as well.

→ Tip

For troubleshooting, check KBA [2763016](#) and [2800645](#).

Related Information

[Wage Type Processing \[page 119\]](#)

10.12.5 Replication of Purchase Leave

See how to replicate purchase leave from Employee Central.

Context

Purchase leave is when employees buy additional time for an absence that is deducted from their salaries.

! Restriction

This replication scenario is only supported for Public Sector Australia.

Process

In Employee Central, purchase leave is determined based on the calculation of hours. Once the number of hours is provided by Employee Central, it's replicated to Employee Central Payroll. For that reason, you don't need to replicate a frequency as it is the case in the standard replication of recurring deductions to IT0014.

To be able to replicate purchase leave, you use the *Total Deduction Period (TDP)* frequency to ensure that fields ZEINZ and ZANZL of infotype 0014 aren't filled during the replication process.

i Note

In this replication scenario, the annualization factor is ignored.

Here is an illustration of the replication scenario in Employee Central Payroll:

Pers. No.	635	Pers. Assign	00000000.00000635
Personnel No	635	Name	
EE group	1: Active	Pers. area	DE01 Personnel area DE01
EE subgroup	00: Salaried employees		
Start	01.07.2015	to	31.12.9999
Chng	25.08.2020		
Recurring Payments/Deductions			
Wage Type	M725	Canteen Net Deduction	
Amount	A	12,00	EUR
Number/unit		0,00	
Assignment Number	100		
Reason for Change			
Payment dates			
1st payment period	00	or	1st payment date
Interval in periods	00		Interval/Unit

10.13 Recurring Information for Benefits Integration - Infotype 0014

Here you find an overview of generic fields. These fields allow you to map Recurring Information for Benefits Integration of an employee from Employee Central to Employee Central Payroll.

i Note

Before replication, make sure you have the following settings configured in Customizing under [SAP Customizing Implementation Guide](#) [Personnel Management](#) [Integration Settings for SuccessFactors](#):

- [Configure Compound Employee API Query](#)
- [Assignment of Code Values](#) [For Point-to-Point Replication](#) [Maintain Properties for Code Value Mapping](#)

- [► Assignment of Code Values ► For Point-to-Point Replication ► Maintain Code Value Mapping ►](#)
- [Assign Wage Types to Infotypes](#)
- Additionally, ensure that tables V_T511 and V_T512Z are maintained

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IT0014 Target	Manda- tory?	Max. Length	Data Type for Code Value Mapping	Default Mapping Mode	Is Code Value Mapping Country- Specific?	Field ID	Field La- bel	Manda- tory?	Picklist ID
BEGDA	No	8	-	-	-	payComp- BeginDate	Pay Com- ponent Start Date	No	-
ENDDA	No	8	-	-	-	payCom- pEndDate	Pay Com- ponent End Date	No	-
LGART	Yes	4	PAY_COM- PONENT	Customer Table	Yes	payCom- ponent	Pay Com- ponent	No	-
ZEINH	No	20	UNIT_OF_ MEASURE	SAP Table	No	uni- tOfMeas- ure	Unit Of Measure	No	-
BETRГ	No	13	-	-	-	value	Value	No	-
WAERS	No	5	-	-	-	currency	Currency	No	-
ZEINZ	Yes	3	-	-	-	frequency	Frequency	No	-
ANZHL	No	7	-	-	-	amount	Amount / Percent- age / Number of units	No	-
ZDATE	No	8	-	-	-	payComp- BeginDate	Pay Com- ponent Start Date	No	-

Note

Contribution values are replicated either to the field BETRG or ANZHL, depending on the type of pay component.

- For pay component type *amount*, field BETRG is populated.
- For pay component type *percentage*, field ANZHL and ZEINH is populated.

Related Information

[One-Time and Recurring Information for Benefits Integration](#)

[Payroll Integration in Global Benefits](#)

10.13.1 Pay Component

In Employee Central the *pay component* is represented by an instance of the foundation object Pay Component. For every pay component in Employee Central you need a wage type in Employee Central Payroll. Wage type codes in SuccessFactors Employee Central Payroll are checked with table T512W.

i Note

You map these fields to either infotype 0008 (Basic Pay) or 0014 (Recurring Payment) in the T77SFEC_WT_PROC table in the Customizing activity [Assign Wage Types to Infotypes](#). For more information, see *Wage Type Processing*.

This is necessary to ensure that the pay component is associated with the correct JobInfo and the respective infotype (0008 or 0014) is associated with the right personal number when an employee gets a new contract in a different country. Remember that the pay group must be the same in compensation information and in the JobInfo.

Related Information

[Assignment of Code Values \[page 116\]](#)

[Wage Type Processing \[page 119\]](#)

10.13.2 Currency/Amount

An amount replicated by Employee Central is stored in your system with the number of decimal places defined by the respective currency. If you need more decimal places, you will have to create artificial currencies with the desired amount of decimal places and assign these to the respective wage types.

For more information see the Customizing activity [Assign Currencies to Wage Types](#) in *Wage Type Processing*.

10.13.3 Unit of Measure

In Employee Central the field Unit of Measure is represented by an instance of the Foundation Object *Pay Component Recurring*. Make sure that the visibility of the field *Unit of Measure* is set to both in the Corporate Data Model. The fields *Unit of Measure* and *Rate* have to be defined in the data model so that the Pay Component

Type *Number* is available. Before you get started, make sure that your pay components and wage types are set up correctly. Take special care that the *Input Combination* for your wage types make sense.

For more information see sections [Wage Type Processing \[page 119\]](#) of this guide.

1. Create at least the following instances of the generic object *Unit of Measure* in Employee Central as shown in the table below. It is important that you create the instances exactly as they are shown here. It will make mapping easier for you and ensure successful replication.

externalCode	externalName
ANN	Years
DAY	Day
H87	Pieces
HUR	Hours
KMT	Kilometers
MIN	Minutes
MON	Months
P1	Percent

2. Map these instances to their counterparts in Employee Central Payroll. For more information on how to do this, section [Assignment of Code Values \[page 116\]](#).

Related Information

[Assignment of Code Values \[page 116\]](#)

[Wage Type Processing \[page 119\]](#)

10.13.4 Frequency

In Employee Central the field *frequency* is represented by an instance of the foundation object *Frequency*. It contains the fields *annualizationFactor* and *payFrequency* to translate the frequency into occurrences per year. In PayComponentRecurring, these occurrences are used to show the frequency of recurring payments. Replication transfers the fields *annualizationFactor* and *payFrequency* into three fields of PayComponentRecurring:

- CompensationCompCalDayRecurr/FrequencyCode
- CompensationCompCalDayRecurr/FrequencyValue
- CompensationCompRecurrFrequency

Here are the relations between the annualization factor and the frequency and how the mapping is done:

Annualization Factor	Pay Frequency	Frequency / Value	Frequency Code	Compensation CompRecurr Frequency	Description
0.0		1	3	3	Hourly: Only for infotype 0008
1.0		1	7	7	Yearly
12.0		1	6	6	Monthly
24.0		99	9	9	Semi-Monthly
26.0		2	5	8	Biweekly
4.0		3	6	11	Quarterly
52.0		1	5	5	Weekly
any	3	initial	initial	3	Hourly: Only for infotype 0008
any	5	initial	initial	5	Weekly
any	6	initial	initial	6	Monthly
any	7	initial	initial	7	Yearly
any	8	initial	initial	8	Biweekly
any	9	initial	initial	9	Semimonthly
any	10	initial	initial	10	Four-weekly
any	11	initial	initial	11	Quarterly
any	12	initial	initial	12	Semiyearly

⚠ Caution

Annualization factors and frequencies that are not described in the table above are not included in the standard replication.

i Note

If the field *Pay Frequency* is blank, the system considers the value of the field *Annualization Factor* for mapping. If the field *Pay Frequency* isn't blank, the system ignores the value of the field *Annualization Factor*. The valid values for *Pay Frequency* are the following:

- Infotype 0008: 3, 5, 6, 7, 8, 9, 10, 11, and 12.
- Infotype 0014: 5, 6, 7, 8, 9, 10, 11, and 12.

⚠ Caution

If the relevant pay component is mapped to **infotype 0008**, the annualization factor and the pay frequency are checked against payroll periodicity. The data is only stored in infotype 0008 if the annualization factor matches payroll periodicity. With the exception of the annualization factor *hourly*. In this case, the annualization factor isn't checked with payroll periodicity. The annualization factor *daily* isn't stored in infotype 0008.

If the pay component is mapped to **infotype 0014**, the annualization factor *semimonthly* is only possible when payroll periodicity is semimonthly as well.

→ Tip

For troubleshooting, check KBA [2763016](#) and [2800645](#).

Related Information

[Wage Type Processing \[page 119\]](#)

10.14 Pay Component Non-Recurring - Infotype 0015

Here you find an overview of generic fields. These fields allow you to map Pay Component Non-Recurring of an employee from Employee Central to Employee Central Payroll.

Employee Central Payroll						Employee Central			
IT0015 Target	Mandatory?	Max. Length	Data Type for Code Value Mapping	Default-Mapping Mode	Is Code Value Mapping Country/Region-Specific?	Field ID	Field Label	Mandatory?	Picklist ID
ANZHL*	No	7	-	-	-	Number of units / Percentage	-	number of units / value	-
LGART	No	4	PAY_COMPONENT	Customer Table	No	pay-component-code	Pay Component	No	-
BEGDA	Yes	8	-	-	-	pay-date	Pay Date	No	-
BETRG	No	13	-	-	-	calculated-amount	Calculated Amount	No	-
WAERS	No	5	-	-	-	currency-code	Currency	No	-
ZEINH	No	3	UNIT_OF_MEASURE	Customer Table	No	unit-of-measure	Unit of Measure	No	-

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IT0015 Target	Manda- tory?	Max. Length	Data Type for Code Value Mapping	Default- Mapping Mode	Is Code Value Mapping Country/ Region- Specific?	Field ID	Field La- bel	Manda- tory?	Picklist ID
KOSTL *	No	10	-	-	-	alterna- tive-cost- center	Alternative cost center	No	-
ZUORD	No	20	-	-	-	reference- id	Reference Id	No	-

Legend

ANZHL*: This field can be empty or filled with either a *Number of units* or a *Percentage*.

i Note

The pay component type RESTRICTED_NUMBER_NOAMOUNT is provided to replicate leave loading from Employee Central. For more information about the calculation of leave loading payments for Australian public sector employees, see SAP Note [2956934](#).

KOSTL*: This information is stored in table ASSOB.

i Note

For France, the fields *Start Date* and *End Date* of Bonus Period are provided under the Spot Bonus block in Employee Central. These dates are replicated to *Incorporation Period Start Date* (PRDEB) and *Incorporation Period End Date* (PRFIN) of infotype view 3395 in infotype 0015 of Employee Central Payroll.

Related Information

[Wage Types and Time Constraints in Employee Central Payroll \[page 272\]](#)

10.14.1 Pay Component

In Employee Central the *pay component* is represented by an instance of the foundation object Pay Component. For every pay component in Employee Central you need a wage type in Employee Central Payroll. Wage type codes in Employee Central Payroll are checked with table T512W.

i Note

You map these fields either to the *Additional Payments* (0015) or *Additional Off-Cycle Payments* (0267) infotypes in the T77SFEC_WTP_ADY table in the Customizing for [Personnel Management](#) [Integration](#)

Related Information

[Wage Type Processing \[page 119\]](#)

10.14.2 Currency/Amount

An amount replicated by Employee Central is stored in your system with the number of decimal places defined by the respective currency. If you need more decimal places, you will have to create artificial currencies with the desired amount of decimal places and assign these to the respective wage types.

For more information see the Customizing activity [Assign Currencies to Wage Types](#) in *Wage Type Processing*.

Related Information

[Wage Type Processing \[page 119\]](#)

10.14.3 Unit of Measure

In Employee Central the field Unit of Measure is represented by an instance of the Foundation Object [Pay Component Recurring](#). Make sure that the visibility of the field [Unit of Measure](#) is set to both in the Corporate Data Model. The fields [Unit of Measure](#) and [Rate](#) have to be defined in the data model so that the Pay Component Type [Number](#) is available. Before you get started, make sure that your pay components and wage types are set up correctly. Take special care that the [Input Combination](#) for your wage types make sense.

For more information see sections [Wage Type Processing \[page 119\]](#) of this guide.

1. Create at least the following instances of the generic object [Unit of Measure](#) in Employee Central as shown in the table below. It is important that you create the instances exactly as they are shown here. It will make mapping easier for you and ensure successful replication.

externalCode	externalName
ANN	Years
DAY	Day
H87	Pieces

externalCode	externalName
HUR	Hours
KMT	Kilometers
MIN	Minutes
MON	Months
P1	Percent

2. Map these instances to their counterparts in Employee Central Payroll. For more information on how to do this, section [Assignment of Code Values \[page 116\]](#).

Related Information

[Assignment of Code Values \[page 116\]](#)

[Wage Type Processing \[page 119\]](#)

10.14.4 Alternative Cost Center

For non-recurring payments, such as the spot bonus, it is possible to assign alternative cost centers. This alternative cost center will then override the cost center maintained for jobInfo (infotype 0001) and alternative cost distribution (infotype 0027). Mapping for these alternative cost centers is the same as for the usual cost centers in jobInfo. For more information see the section “cost-center” in *jobInfo* (Infotypes 0000, 0001, 0007, 0008).

i Note

If you haven't maintained cost center mapping in Employee Central Payroll (see *Cost Center*), the system will use the cost center entered in Employee Central and determine any other related organizational information. The company code is crucial for the determination of cost center related organizational information in infotypes 0015 and 0027. Therefore, the system uses the company code valid for infotype 0001 at that specific point in time. However, this record is only split if the record end date of the infotypes 0015 and 0027 are the same as the end date of infotype 0001. If this is not the case, the record is not split automatically and may lead to inconsistencies for the cost center in this time slice.

For this reason it is important to remember that if you make changes to the company in *Job Information*, this may lead to changes for the cost centers in infotypes 0015 and 0027.

You can avoid these inconsistencies by maintaining the mapping between internal and external cost center keys in the Customizing activity *Assign External Cost Center Keys to Internal Cost Center Keys*. For more information, see *Key Mapping of Organizational Terms*.

Related Information

[Job Information - Infotypes 0000, 0001, 0007, 0008, 0016 \[page 167\]](#)

10.14.5 Using Time Constraint 3 with Existing 0015 or 0267 Infotype Records

This document outlines the recommended procedure on how to replicate pay components with time constraint 3 for existing 0015 and 0267 infotype records.

Creating New Wage Types and Pay Components (Recommended)

You can replicate the pay components with time constraint 3 into infotype 0015 or infotype 0267. The steps you need to take before you can take advantage of this replication scenario are the following:

→ Remember

You have already maintained wage types data with time constraint 3 in Employee Central Payroll.

1. Create new wage types and pay components.
2. Use the *Infotype Filter* to prevent any replication of the existing pay components and wage types.
We strongly recommend that you use this procedure because it ensures a clean-up of the existing data to prevent it from being replicated with errors or inconsistency from Employee Central to Employee Central Payroll.

Keeping Existing Wage Types and Pay Components

However, if you decide to keep the wage types and pay components that were only maintained in Employee Central Payroll, make sure that data is consistent in the Employee Central and Employee Central Payroll systems. To ensure consistency, configure the wage types maintained in Employee Central Payroll now in Employee Central.

⚠ Caution

Inconsistencies result in replication errors and even in data loss in some cases.

⚠ Caution

Furthermore, make sure that these wage types aren't excluded any longer by using a Business Add-in to prevent infotype records from being deleted.

10.15 One-Time Deductions - Infotype 0015

Here you find an overview of generic fields. These fields allow you to map One-Time Deductions of an employee from Employee Central to Employee Central Payroll.

Employee Central Payroll						Employee Central			
IT00015 Target	Manda- tory?	Max. Length	Data Type for Code Value Mapping	Default- Mapping Mode	Is Code Value Mapping Country/ Region- Specific?	Field ID	Field La- bel	Manda- tory?	Picklist ID
BEGDA	No	8	-	-	-	deduction- date	Deduction Date	No	-
ENDDA	No	8	-	-	-	deduction- date	Deduction Date	No	-
LGART	Yes	4	PAY_COM- PONENT	Customer Table	Yes	paycom- ponent- Type	Pay Com- ponent	No	-
ZUORD	No	20	-	-	-	referen- ceid	Reference ID	No	-
UWDAT	No	8	-	-	-	-	-	No	-
ZEINH	No	3	UNIT_OF_ MEASURE	SAP Table	No	uni- fOfMeas- ure	Unit Of Measure	No	-
BETRГ	No	13	-	-	-	<ul style="list-style-type: none"> equiv- alen- ta- moun t OR amou nt 	Amount / Percent- age / Number of units	No	-
ANZHL	No	7	-	-	-	amount	Amount / Percent- age / Number of units	No	-
WAERS	No	5	-	-	-	currency	Currency	No	-

i Note

The ANZHL and ZEINH fields are only filled if the *Pay Component Category* of the *Pay Component* corresponds to a *Number* or a *Percentage*.

Related Information

[Wage Type Processing \[page 119\]](#)

10.15.1 Pay Component

In Employee Central the *pay component* is represented by an instance of the foundation object Pay Component. For every pay component in Employee Central you need a wage type in Employee Central Payroll. Wage type codes in Employee Central Payroll are checked with table T512W.

i Note

You map these fields either to the *Additional Payments* (0015) or *Additional Off-Cycle Payments* (0267) infotypes in the T77SFEC_WTP_ADPY table in the Customizing for ► *Personnel Management* ► *Integration Settings for SuccessFactors Employee Central Payroll* ► *Wage Type Processing* ► *Assign Non-Recurring Payment Wage Types to Infotypes* ►.

Related Information

[Wage Type Processing \[page 119\]](#)

10.15.2 Currency/Amount

An amount replicated by Employee Central is stored in your system with the number of decimal places defined by the respective currency. If you need more decimal places, you will have to create artificial currencies with the desired amount of decimal places and assign these to the respective wage types.

For more information see the Customizing activity *Assign Currencies to Wage Types* in *Wage Type Processing*.

Related Information

[Wage Type Processing \[page 119\]](#)

10.15.3 Unit of Measure

In Employee Central the field Unit of Measure is represented by an instance of the Foundation Object [Pay Component Recurring](#). Make sure that the visibility of the field [Unit of Measure](#) is set to both in the Corporate Data Model. The fields [Unit of Measure](#) and [Rate](#) have to be defined in the data model so that the Pay Component Type [Number](#) is available. Before you get started, make sure that your pay components and wage types are set up correctly. Take special care that the [Input Combination](#) for your wage types make sense.

For more information see sections [Wage Type Processing \[page 119\]](#) of this guide.

1. Create at least the following instances of the generic object [Unit of Measure](#) in Employee Central as shown in the table below. It is important that you create the instances exactly as they are shown here. It will make mapping easier for you and ensure successful replication.

externalCode	externalName
ANN	Years
DAY	Day
H87	Pieces
HUR	Hours
KMT	Kilometers
MIN	Minutes
MON	Months
P1	Percent

2. Map these instances to their counterparts in Employee Central Payroll. For more information on how to do this, section [Assignment of Code Values \[page 116\]](#).

Related Information

[Assignment of Code Values \[page 116\]](#)

[Wage Type Processing \[page 119\]](#)

10.15.4 Alternative Cost Center

For non-recurring payments, such as the spot bonus, it is possible to assign alternative cost centers. This alternative cost center will then override the cost center maintained for jobInfo (infotype 0001) and alternative cost distribution (infotype 0027). Mapping for these alternative cost centers is the same as for the usual cost centers in jobInfo. For more information see the section “cost-center” in *jobInfo* (Infotypes 0000, 0001, 0007, 0008).

i Note

If you haven't maintained cost center mapping in Employee Central Payroll (see *Cost Center*), the system will use the cost center entered in Employee Central and determine any other related organizational information.

The company code is crucial for the determination of cost center related organizational information in infotypes 0015 and 0027. Therefore, the system uses the company code valid for infotype 0001 at that specific point in time. However, this record is only split if the record end date of the infotypes 0015 and 0027 are the same as the end date of infotype 0001. If this is not the case, the record is not split automatically and may lead to inconsistencies for the cost center in this time slice.

For this reason it is important to remember that if you make changes to the company in *Job Information*, this may lead to changes for the cost centers in infotypes 0015 and 0027.

You can avoid these inconsistencies by maintaining the mapping between internal and external cost center keys in the Customizing activity *Assign External Cost Center Keys to Internal Cost Center Keys*. For more information, see *Key Mapping of Organizational Terms*.

Related Information

[Job Information - Infotypes 0000, 0001, 0007, 0008, 0016 \[page 167\]](#)

[Assigning Key Mapping of Organizational Data \[page 119\]](#)

[Standard Mapping for Cost Center Keys \[page 261\]](#)

10.15.5 Using Time Constraint 3 with Existing 0015 or 0267 Infotype Records

This document outlines the recommended procedure on how to replicate pay components with time constraint 3 for existing 0015 and 0267 infotype records.

Creating New Wage Types and Pay Components (Recommended)

You can replicate the pay components with time constraint 3 into infotype 0015 or infotype 0267. The steps you need to take before you can take advantage of this replication scenario are the following:

→ Remember

You have already maintained wage types data with time constraint 3 in Employee Central Payroll.

1. Create new wage types and pay components.
2. Use the *Infotype Filter* to prevent any replication of the existing pay components and wage types.
We strongly recommend that you use this procedure because it ensures a clean-up of the existing data to prevent it from being replicated with errors or inconsistency from Employee Central to Employee Central Payroll.

Keeping Existing Wage Types and Pay Components

However, if you decide to keep the wage types and pay components that were only maintained in Employee Central Payroll, make sure that data is consistent in the Employee Central and Employee Central Payroll systems. To ensure consistency, configure the wage types maintained in Employee Central Payroll now in Employee Central.

⚠ Caution

Inconsistencies result in replication errors and even in data loss in some cases.

⚠ Caution

Furthermore, make sure that these wage types aren't excluded any longer by using a Business Add-in to prevent infotype records from being deleted.

10.16 One-Time Information for Benefits Integration - Infotype 0015

Here you find an overview of generic fields. These fields allow you to map One-Time Information for Benefits Integration of an employee from Employee Central to Employee Central Payroll.

i Note

Before replication, make sure you have the following settings configured in Customizing under ► [SAP Customizing Implementation Guide](#) ► [Personnel Management](#) ► [Integration Settings for SuccessFactors Employee Central Payroll](#) ►:

- [Configure Compound Employee API Query](#)
- ► [Assignment of Code Values](#) ► [For Point-to-Point Replication](#) ► [Maintain Properties for Code Value Mapping](#) ►
- ► [Assignment of Code Values](#) ► [For Point-to-Point Replication](#) ► [Maintain Code Value Mapping](#) ►
- [Assign Non-Recurring Payment Wage Types to Infotypes](#)
- Additionally, ensure that tables V_T511 and V_T512Z are maintained

Employee Central Payroll

Employee Central

IT00015 Target	Manda- tory?	Max. Length	Data Type for Code Value Mapping	Default- Mapping Mode	Is Code Value Mapping Country/ Region- Specific?	Field ID	Field La- bel	Manda- tory?	Picklist ID
BEGDA	Yes	8	-	-	-	paycomp- date	Pay Com- ponent Date	Yes	-
ENDDA	Yes	8	-	-	-	paycomp- date	Pay Com- ponent Date	Yes	-
LGART	Yes	4	PAY_COM- PONENT	Customer Table	Yes	paycom- ponent	Pay Com- ponent	Yes	-
SEQNR	Yes	3	-	-	-	id	One-time Informa- tion for Benefit In- tegration ID	Yes	-
BETRG	Yes	13	-	-	-	value	Value	Yes	-
ANZHL	No	7	-	-	-	amount	Amount / Percent- age / Number of units	No	-
ZEINH	No	20	UNIT_OF_ MEASURE	SAP Table	No	uni- tOfMeas- ure	Unit Of Measure	No	-
WAERS	Yes	5	-	-	-	currency	Currency	Yes	-

i Note

Contribution values are replicated either to the field BETRG or ANZHL, depending on the type of pay component.

- For pay component type *amount*, field BETRG is populated.
- For pay component type *percentage*, field ANZHL and ZEINH is populated.

Related Information

[One-Time and Recurring Information for Benefits Integration](#)
[Payroll Integration in Global Benefits](#)

10.16.1 Pay Component

In Employee Central the *pay component* is represented by an instance of the foundation object Pay Component. For every pay component in Employee Central you need a wage type in Employee Central Payroll. Wage type codes in Employee Central Payroll are checked with table T512W.

i Note

You map these fields either to the *Additional Payments* (0015) or *Additional Off-Cycle Payments* (0267) infotypes in the T77SFEC_WTP_ADPY table in the Customizing for ► *Personnel Management* ► *Integration Settings for SuccessFactors Employee Central Payroll* ► *Wage Type Processing* ► *Assign Non-Recurring Payment Wage Types to Infotypes* ►.

Related Information

[Wage Type Processing \[page 119\]](#)

10.16.2 Currency/Amount

An amount replicated by Employee Central is stored in your system with the number of decimal places defined by the respective currency. If you need more decimal places, you will have to create artificial currencies with the desired amount of decimal places and assign these to the respective wage types.

For more information see the Customizing activity *Assign Currencies to Wage Types* in *Wage Type Processing*.

10.17 Contract Elements - Infotype 0016

Here you find an overview of generic fields. These fields allow you to map Contract Elements of an employee from Employee Central to Employee Central Payroll.

In order to activate the replication of contract elements, you have to include infotype 0016 to the *Infotype Filter*.

IT0016 Target	Mandatory?	Max. Length	Data Type for Code Value Mapping	Default Mapping Mode	Is Code Value Mapping country/region-specific?	Field ID	Field Label	Mandatory?	Picklist ID
CTTYP	Yes	2	CONTRACT_CATEGORY	-	-	contract-type	Contract Type	Yes	contractType
CTEDT	Yes	8	-	-	-	contract-end-date	Contract End Date	Yes	-
EINDT	No	8	-	-	-	initial-entry-date	Initial Entry	No	-
KONDT	No	8	-	-	-	entry-into-group	Entry into Group	No	-

* Contract End Date is only mandatory, when Contract Type = fixed term. Whenever you select a Contract Type with fixed term validity during the hiring process or during a simple Contract Type change, you need to provide the respective Contract End Date to avoid replication issues.

Therefore, we recommend that you implement business rules for the hiring process and the contract type change. You can use the following templates as examples for the configuration. The following example is based on Brazil. For other countries/regions, the field names have to be adapted accordingly. Make sure you assign the business rules to the relevant object and select an appropriate event type (for example, "onSave").

- Check during hiring process

Basic Information

Start Date 01/01/1900

Rule Type

Description To ensure that field "Contract End Date" is respectively filled in whenever the selected "Contract type" has a fixed term.

Parameters

Name	Object
Context	System Context
Employee Information	Employee Information

[Collapse All](#) | [Expand All](#)

```

graph TD
    If[If] --> And[and]
    And --> Or[or]
    Or --> C1["Employee Information.Job Information.(BRA) Contract Type is equal to Fixed Term Contract (38721)"]
    Or --> C2["Employee Information.Job Information.Contract End date is equal to Null"]
    Or --> C3["Employee Information.Job Information.Contract End date is equal to 12/31/9999"]
    And --> Then[Then]
    Then --> Raise["Raise Message "Contract End Date required" with Error severity  
Please enter the corresponding Contract End Date for selected Contract Type"]
  
```

- Check when changing Contract Type (after hiring process)

Basic Information

Start Date

01/01/1900

Rule Type

Description

To ensure that field "Contract End Date" is respectively filled in whenever the selected "Contract Type" has a fixed term.

Parameters

Name	Object
Context	System Context
Job Information	Job Information

Collapse All | Expand All

If

and

Job Information.(BRA) Contract Type is equal to Fixed Term Contract (38721)

or

Job Information.Contract End date is equal to Null

Job Information.Contract End date is equal to 12/31/9999

Then

Raise Message " Contract End Date required " with Error severity

Please enter the corresponding Contract End Date for selected Contract Type

→ Tip

It's recommended that you've enabled the country/region-specific validations for postal address (of the Home address of an employee), National ID, and bank account in [Admin Center](#) in Employee Central.

For more information, refer to the [Country/Region-Specifics for Employee Central Payroll](#) guide.

Related Information

[Filtering by Infotype \[page 114\]](#)

10.18 Dependents Information - Infotype 0021

Here you find an overview of generic fields. These fields allow you to map Dependents Information of an employee from Employee Central to Employee Central Payroll.

Employee Central Payroll					Employee Central				
IT0021 Target	Mandatory?	Max. Length	Data Type for Code Value Mapping	Default-Mapping Mode	Is Code Value Mapping Country/Region-Specific?	Field ID	Field Label	Mandatory?	Picklist ID
SUBTY FAMSA	Yes	4	DEPEND- ENT_RE- LATION- SHIP_TYP E	SAP table	-	relation- ship-type	Relation- ship	Yes	personRe- lationship- Type
FANAM	Yes	40	-	-	-	last-name	Last Name	Yes	-
FNAC2	No	40	-	-	-	second- last-name	Second Name	No	-
FAVOR	Yes	40	-	-	-	first-name	First Name	Yes	-
FASEX	No	1	GENDER	SAP table	-	gender	Gender	No	-
FGBDT	Yes	8	-	-	-	date-of- birth	Date of Birth	Yes	-
FGBOT	No	40	-	-	-	place-of- birth	Place of Birth	No	-
FGBLD	No	3	-	-	-	country-of- birth	Country of Birth	No	country
FANAT	No	3	-	-	-	nationality	Nationality	No	-
FCNAM	No	80	-	-	-	display- name	Complete Name	No	-

Mandatory fields must be set to mandatory in both Employee Central and Employee Central Payroll. Otherwise, replication errors occur.

In order to activate the replication of dependents information, you must include infotype 0021 to the [Infotype Filter](#). In the IMG structure open [SAP Customizing Implementation Guide](#) > [Personnel Management](#) > [Integration Settings for SuccessFactors Employee Central Payroll](#) > [Infotype Filter](#) > [Filter Infotypes](#).

In [Filter Infotypes](#) activity, make sure to maintain entries for infotype 0021 and each subtype (family member) to be replicated. Take care to enter only subtypes that are valid for the respective country or region, since these subtypes

may differ between countries and regions. Simply using a '*', or adding invalid subtypes, leads to replication errors. Since IT0021 subtypes are mapped from Employee Central relationship types, make sure that the corresponding mapping for data type DEPENDENT_RELATIONSHIP_TYPE exists for these subtypes.

The replication logic considers the corresponding mapping entries for dependent subtypes and the individual values inserted in the subtype column of the infotype filter.

i Note

Adding an address or a new dependent in Employee Central creates new time slices for the existing dependents. To avoid unnecessary time slices in infotype 0021, there's a merge logic, in place, that ensures dependents' continuous data record when the data remains the same for the dependent in question.

i Note

For more information about the supported countries/regions, see the [Country Specifics for Employee Central Payroll](#) guide.

10.19 Cost Distribution - Infotype 0027

Here you find an overview of generic fields. These fields allow you to map Cost Distribution of an employee from Employee Central to Employee Central Payroll.

Employee Central Payroll					Employee Central				
IT0027 Target	Mandatory?	Max. Length	Data Type for Code Value Mapping	Default-Mapping Mode	Is Code Value Mapping Country/Region-Specific?	Field ID	Field Label	Mandatory?	Picklist ID
BEGDA	No	8	-	-	-	EffectiveStartDate	-	No	-
ENDDA	No	8	-	-	-	EffectiveEndDate	-	No	-
KST01-KST12	No	10	-	-	-	costCenter	Cost center	No	-
KPR01-KPR12	No	5	-	-	-	percentage	Percentage	No	-

All fields must be filled for replication to be successful. The maximum number of cost centers in alternative cost distribution is 12 (KST01, KST02...KST11, KST12). Every cost center must have a percentage assigned to it.

Mapping for these alternative cost centers is the same as for the usual cost centers in jobInfo. For more information, see the section "Cost Center" in *jobInfo (Infotypes 0000, 0001, 0007, 0008)*.

i Note

The fields in EmpCostDistribution are MDF fields.

⚠ Caution

If you haven't maintained cost center mapping in Employee Central Payroll (see *Cost Center*), the system uses the cost center entered in Employee Central and determine any other related organizational information. The company code is crucial for the determination of cost center-related organizational information in infotypes 0015 and 0027. Therefore, the system uses the company code valid for infotype 0001 at that specific point in time. However, this record is only split if the record end date of the infotypes 0015 and 0027 are the same as the end date of infotype 0001. If not, the record isn't split automatically and may lead to inconsistencies for the cost center in this time slice.

For this reason, it's important to remember that if you make changes to the company in *Job Information*, this may lead to changes for the cost centers in infotypes 0015 and 0027. You can avoid these inconsistencies by maintaining the mapping between internal and external cost center keys in the Customizing activity *Assign External Cost Center Keys to Internal Cost Center Keys*. For more information, see *Key Mapping of Organizational Terms*.

Related Information

[Job Information - Infotypes 0000, 0001, 0007, 0008, 0016 \[page 167\]](#)

[Standard Mapping for Cost Center Keys \[page 261\]](#)

[Assigning Key Mapping of Organizational Data \[page 119\]](#)

10.20 Mapping Cost Center Keys

Get an overview on how to map cost center keys from Employee Central to Employee Central Payroll.

Context

Cost centers are distributed from SAP Financials to Employee Central and Employee Central Payroll.

In Employee Central, for every cost center you create a company code. Company codes are checked with table CSKS. In the inbound service, mapping entries are required in the T77SFEC_KMAPCOSC table, that is, under Customizing for ► *Personnel Management* ► *Integration Settings for SuccessFactors Employee Central Payroll* ► *Assign External Cost Center Keys to Internal Cost Center Keys* ►. Alternatively, you can specify internal cost center keys for each external cost center key in Employee Central.

During the replication to Employee Central Payroll, the cost center is determined by detecting the characters of the controlling area and the cost center ID. The standard length is 14 characters. There may be, however, cases where the length of the cost center is fewer than 14 characters.

[Standard Mapping for Cost Center Keys \[page 261\]](#)

Find out how the standard mapping for cost center keys from Employee Central to Employee Central Payroll works.

[Enabling the Enhanced Mapping Mode for Cost Center Keys \[page 262\]](#)

Enable the enhanced mapping mode to improve the cost center keys replication from Employee Central to Employee Central Payroll.

10.20.1 Standard Mapping for Cost Center Keys

Find out how the standard mapping for cost center keys from Employee Central to Employee Central Payroll works.

Procedure

Here's how a cost center key is detected and, if necessary, mapped:

1. The system searches if a cost center key exists in Finance. If the value of the external cost center key is configured in Financial systems, there is no need to map cost centers keys from Employee Central to Employee Central Payroll.
2. If no cost center key exists in Finance, the system checks whether a cost center key exists in the T77SFEC_KMAPCOSC table.
3. If no cost center key is defined in the T77SFEC_KMAPCOSC table, the following mapping logics are put in place based on the length of the cost center key in Employee Central:

Length in Employee Central	Description
Is less than or equal to 10	Direct transfer to the <i>Cost Center</i> (KOSTL) field in Employee Central Payroll since the length of this field is 10.
Is equal to 14	<div><div><div>❖ Example</div><div>DE011234567890</div></div><div><ol style="list-style-type: none">1. Transfer of the first four characters that correspond to the controlling area to the <i>Controlling Area</i> (KOKRS) field, here, in our example, DE012. Transfer of the remaining characters that correspond to the <i>Cost Center</i> (KOSTL) field here, in our example, 1234567890. Note that you can fill the remaining characters with spaces ONLY on the left side.</div></div>
Is greater than 10 (except 14)	<p>The error message <i>Length of the cost center &1 too long for direct mapping to field KOSTL</i> is issued.</p> <p>Therefore, the solution is to customize your cost centers in the T77SFEC_KMAPCOSC table.</p>

10.20.2 Enabling the Enhanced Mapping Mode for Cost Center Keys

Enable the enhanced mapping mode to improve the cost center keys replication from Employee Central to Employee Central Payroll.

Prerequisites


Here's how you enable this mapping mode in your Employee Central Payroll system as of EA-HR SP67:

Procedure

1. Go to transaction SM30.
2. Enter view `V_T77S0`.
3. Click Maintain.
4. Click New entries.
5. Enter the following data:
 - a. Group: *SFEC*
 - b. Semantical abbreviation (sem.abbr): *CCMM (Cost Center Mapping Mode)*
 - c. Enter *1* in the *Value abbreviation (Value abbr)* field.

Results

Here's how the enhanced mapping mode works during the replication process:

Length in Employee Central	Description
Is equal to 14	<div> Example DE011234567890</div> <ol style="list-style-type: none">1. Transfer of the first four characters that correspond to the controlling area to the <i>Controlling Area</i> (KOKRS) field, here, in our example, DE012. Transfer of the remaining characters that correspond to the <i>Cost Center</i> (KOSTL) field here, in our example, 1234567890. Note that you can fill the remaining characters with spaces ONLY on the left side.

Length in Employee Central	Description
Is less than 14	<ol style="list-style-type: none"> 1. Search for the correct controlling area in Employee Central and, once found, detection of the first characters even if the controlling area is shorter than 4 because the system searches automatically if a character exists until it finds one. 2. Once the controlling area is found, the remaining characters of the cost center key in Employee Central are used to fill in the cost center key in Employee Central Payroll.
Is greater than 14	<p>The error message <code>Length of the cost center &1 too long for direct mapping to field KOSTL</code> is issued.</p> <p>Therefore, the solution is to customize your cost centers in the <code>T7SFEC_KMAPCOSC</code> table.</p>

10.21 Dates - Infotype 0041

Here you find an overview of generic fields. These fields allow you to map Dates of an employee from Employee Central to Employee Central Payroll.

Dates are replicated from Employee Central to Employee Central Payroll so that payroll calculation can react to them. The dates you specify in the [Job Information](#) and [Employment Information](#) blocks in Employee Central are replicated to infotype 0041 in Employee Central Payroll. Choose [Maintain Date Type Mapping](#) under Customizing for [Personnel Management](#) [Integration Settings for SuccessFactors Employee Central Payroll](#) [Assignment of Code Values](#) [For Point-to-Point Replication](#) to assign the Employee Central date fields to date types in your Employee Central Payroll.

→ Tip

The infotype framework allows you to store 24 dates in one time slice.

Depending on the block, the following fields can be selected for replication to infotype 0041:

These Date Fields for Job Information in Employee Central ...	Are automatically filled, depending on the scenario, with these values ...
--	---

companyEntryDate

departmentEntryDate

jobEntryDate

leaveOfAbsenceReturnDate

hiredate

leaveOfAbsenceStartDate

These Date Fields for Job Information in Employee Central ... **Are automatically filled, depending on the scenario, with these values ...**

locationEntryDate

payScaleLevelEntryDate

positionEntryDate

terminationDate

custom_date1-30

These Date Fields for Employment Information in Employee Central ... **Are automatically filled, depending on the scenario, with these values ...**

benefits_eligibility_start_date

benefitsEndDate

bonusPayExpirationDate

endDate

Termination Date

firstDateWorked

lastDateWorked

originalStartDate

payrollEndDate

planned_end_date

Global Assignment Planned End Date, Pension Planned End Date

professionalServiceDate

salary_end_date

seniorityDate

serviceDate

startDate

Start Date, Global Assignment Start Date, Pension Start Date

StockEndDate

custom_date1-90

The *Job Information* block (which is the main source of this data in Employee Central) is effective dated. Replication maps the dates from the *Job information* according to the corresponding effective start date and effective end date.

The *Employment Information* block (which is the source of this data in Employee Central) isn't effective dated. Replication maps dates from the *Employment Information* according to the rule *choose the validity as long as possible without affecting payroll history*. Basically, this means that during inbound processing the start date of the current pay period is determined (or, if the period is closed, the start date of the next period) and this date is taken as the start date of the record to be created. The end date is the system high date, for example December 31, 9999. If there are no data changes, no new record is created.

i Note

Be aware that the validity period is properly determined during the replication process when using dates from the *Job Information* block. Dates from the *Employment Information* block lead to a more approximate

determination of the validity period during the replication process: It means the start date for the Hire date, and the corresponding pay period for later changes. This logic doesn't apply to the Rehire date.

What Happens When...

The following is a short overview of some issues you may come across.

If...	Then...
...payroll period begin lies before the start date of employment?	the employment start date is used as the start date.
you don't define date types for a country grouping?	no data set is created for infotype 0041. the system assumes this is intended and won't log this as an error.
you define date types for a country grouping, but no dates are replicated?	an empty data set is created in infotype 0041.
you define date types for a country grouping, but only some of the related dates are replicated?	only these dates are stored in infotype 0041.
you create data sets after replication and remove the assignments between the date fields and date types for a specific country?	after the next replication run, the last replicated data set is limited to the day before the payroll period start date. Records of infotype 0041 that are in the future of this date are deleted.
you have created already existing data records for infotype 0041 because of an incorrect Customizing setting?	check if the data can be corrected manually in Employee Central Payroll.

Related Information

[Assignment of Code Values \[page 116\]](#)

10.22 Email Address Information - Infotype 0105

Here you find an overview of generic fields. These fields allow you to map Email Address Information of an employee from Employee Central to Employee Central Payroll.

Employee Central Payroll					Employee Central				
IT0105 Target	Mandatory?	Max. Length	Data Type for Code Value Mapping	Default-Mapping Mode	Is Code Value Mapping Country/Region-Specific?	Mandatory?	Field ID	Field Label	Picklist ID
US-RID_LONG	No	241	-	-	-	No	email-address	Email address	-
-	No	-	-	-	-	No	email-type	Email address type	ecEmail-Type
-	Yes	-	-	-	-	Yes	isPrimary	Primary indicator	-

i Note

Email addresses are only replicated to infotype 0105 if they're flagged as primary in Employee Central.

i Note

You can only change email addresses if the start date is in an open payroll period.

i Note

SAP Cloud Operations preconfigures the payroll systems for outbound email usage during initial system setup. The sender domain [myXXXXXXXX.mail.payroll.ondemand.com](#) is configured by default. [myXXXXXXXX](#) is the same number as in the customer system URL.

If the user who triggers the emailing out of the payroll has an email ID, this customer domain is used as the displayed sender domain.

10.23 National ID Card - Infotype 0185

Here you find an overview of generic fields. These fields allow you to map National ID Card of an employee from Employee Central to Employee Central Payroll.

In order to activate the replication of Personal IDs you have to maintain entries in IT0185 Replication Countries.

In the IMG structure open ► [SAP Customizing Implementation Guide](#) ► [Personnel Management](#) ► [Integration](#)

[Settings for SuccessFactors Employee Central Payroll](#) > [Assignment of Code Values](#) > [For Point-to-Point Replication](#)
> [Maintain countries for IT0185 replication](#) >

Note

The replication of National IDs is enabled by default for Saudi Arabia, Hong Kong, Thailand, China, UAE, Egypt, India, Indonesia, Colombia, and Oman via SAP Table HRSFEC_D_IT0185S. You can enable the replication of Personal IDs from National ID block to infotype 0185 for any other countries via Customer table HRSFEC_D_IT0185C.

Employee Central Payroll			Employee Central				
IT0185 Target	Mandatory?	Max. Length	Data Type for Code Value Mapping	Field ID	Field Label	Mandatory?	Picklist ID
ICTYP	No	2	NA-TIO-NAL_ID_TY PE	ResidentIDCard	Resident Identity Card	No	-
ICNUM	No	30	-	national_id	National ID	No	-
IDCOT	No	3	-	country	Country/Region	No	-

10.24 Work Permit - Infotype 0185

Here you find an overview of generic fields. These fields allow you to map Work Permit of an employee from Employee Central to Employee Central Payroll.

In order to activate the replication of Personal IDs, you have to maintain entries in IT0185 Replication Countries. In the IMG structure open >> [SAP Customizing Implementation Guide](#) > [Personnel Management](#) > [Integration Settings for SuccessFactors Employee Central Payroll](#) > [Assignment of Code Values](#) > [For Point-to-Point Replication](#) > [Maintain countries for IT0185 replication](#) >

Note

The replication of Work Permit is enabled by default for Singapore, Saudi Arabia, Hong Kong, Mexico, Kuwait, China, Indonesia, Colombia, Norway, Thailand, Romania, Philippines, Slovakia, and Oman through SAP Table HRSFEC_D_IT0185S. You can enable the replication of Personal IDs from Work Permit block to infotype 0185 for any other countries/regions, through Customer table HRSFEC_D_IT0185C.

Employee Central Payroll

Employee Central

IT0185 Target	Mandatory?	Max. Length	Data Type for Code Value Mapping	Field ID	Field Label	Mandatory?	Picklist ID
ICTYP	Yes	2	PERSON_IDENTIFICATION_DOCUMENT_TYPE	document_type	Document Type	No	PERSON_IDENTIFICATION_DOCUMENT_TYPE
ICNUM	Yes	30	-	document_number	Document Number	No	-
IDCOT	No	3	-	country	Country/Region	No	-
AUTH1	No	30	-	issuing_authority	Issuing Authority	No	-
ISPL	No	30	-	Issue_place	Issue Place	No	-
FPDAT	No	8	-	Issue_date	Issue Date	No	-
EXPID	No	8	-	expiration_date	Expiration Date	No	-

10.25 Additional Off-Cycle Payments - Infotype 0267

Here you find an overview of generic fields. These fields allow you to map Additional Off-Cycle Payments of an employee from Employee Central to Employee Central Payroll.

Employee Central Payroll

Employee Central

IT0267 Target	Mandatory?	Max. Length	Data Type for Code Value Mapping	Default-Mapping Mode	Is Code Value Mapping Country/Region-Specific?	Field ID	Field Label	Mandatory?	Picklist ID
ANZHL*	No	7	-	-	-	number-of-units / value	Number of units / Percentage	No	-
LGART	No	4	PAY_COMPONENT	Customer Table	Yes	pay-component-code	Pay component	No	-
UWDAT	Yes	8	-	-	-	pay-date	Pay date	No	-
BETRG	No	13	-	-	-	value	Amount	No	-
WAERS	No	5	-	-	-	currency-code	Currency	No	-

Employee Central Payroll

Employee Centrall

IT0267 Target	Manda- tory?	Max. Length	Data Type for Code Value Mapping	Default- Mapping Mode	Is Code Value Mapping Country/ Region- Specific?	Field ID	Field La- bel	Manda- tory?	Picklist ID
ZEINH	No	3	UNIT_OF_ MEASURE	Customer Table	No	unit-of- measure	Unit of Measure	No	-
KOSTL*	No	10	-	-	-	alterna- tive-cost- center	Alternative cost center	No	-
OCRSN	No	4	-	-	-	N/A	-	No	-
ZUORD	No	20	-	-	-	reference- id	Reference Id	No	-

Legend

ANZHL*: This field can be empty or filled with either *Number of units* or *Percentage*.

KOSTL*: This information is stored in table ASSOB.

For more information on how to set up replication to all fields listed in this table other than OCRSN, see sections under [Pay Component Non-Recurring \(Infotype 0015\)](#)

Related Information

[Pay Component Non-Recurring - Infotype 0015 \[page 244\]](#)

[Off-cycle Reason \[page 269\]](#)

[Wage Types and Time Constraints in Employee Central Payroll \[page 272\]](#)

10.25.1 Off-cycle Reason

The steps you need to take, to set up replication to field off-cycle payroll run Reason (OCRSN) in Employee Central Payroll.

Prerequisites

- You have completed customizing of wage types and off-cycle reason.

- You have maintained code value mapping between pay components and wage types. For more information, see [Assignment of Code Values](#).
- You've defined which wage types are replicated to infotype 0267. For more information, see [Assign Nonrecurring Payment Wage Types to Infotypes](#) in [Wage Type Processing](#).

Context

You can maintain the values for off-cycle reason using a picklist in the Employee Central system. For more information, see [PayComponentNonRecurring](#) ID Information for the off-cycle Reason (OCSN) field in Employee Central Payroll can be derived from Customizing table T77SFEC_PC_OCSN as defined in Customizing activity [Assign off-cycle Reason to Pay Component](#). To set up replication to infotype 0267, you first have to do Customizing activity [Assign off-cycle payroll run Reason to Pay Component](#) and then activate the support of off-cycle reason and payment ID. You need these settings, for example, if you want to use the [off-cycle Workbench](#).

Alternatively, you can specify an off-cycle reason in the Spot Bonus record in the Employee Central system. Note that this value overrides the value configured in table T77SFEC_PC_OCSN.

Procedure

1. In the IMG structure open ► [SAP Customizing Implementation Guide](#) ► [Personnel Management](#) ► [Integration Settings for SuccessFactors Employee Central Payroll](#) ► [Wage Type Processing](#) ► [Assign Off-Cycle Reason to Pay Component](#) ►
2. Assign off-cycle reasons to the respective combinations of country/region and non-recurring pay components.
3. Go to transaction **SM30**.
4. Enter table /view **V_T77S0** and click [Maintain](#).
5. Click [New entries](#).
6. Enter the following data:
 - **Group:** **SFEC**
 - **Semantical abbreviation (sem.abbr):** **OCSN**
 - **Value abbreviation (Value abbr):** **X**

Next Steps

Add infotype 0267 to the Infotype Filter. In the IMG structure open ► [SAP Customizing Implementation Guide](#) ► [Personnel Management](#) ► [Integration Settings for SuccessFactors Employee Central Payroll](#) ► [Infotype Filter](#) ► [Filter Infotypes](#) ►

10.25.2 Payment ID

Configure the replication of *Payment ID* to `PAYID` field of infotype 0267 in Employee Central Payroll.

Prerequisites

- In Employee Central, you have updated your master picklist.
- In **Admin Center** > **Manage Business Configuration**, you have updated the Succession Data Model for the Pay Component Non-Recurring element.
- You have completed customizing of wage types and off-cycle reason.
- You have maintained code value mapping between pay components and wage types. For more information, see section *Assignment of Code Values*.
- You have defined which wage types are replicated to infotype 0267. For more information, see *Assign Nonrecurring Payment Wage Types to Infotypes* in section *Wage Type Processing*.

Context

In Employee Central, you can maintain *Payment ID* data for non-recurring pay components by updating the Succession Data Model in the Business Configuration UI (BCUI). In Employee Central Payroll, it is handled using the Off-cycle Workbench or Off-cycle processes provided by the Payroll Control Center.

Settings

How the *Payment ID* field is replicated to `PAYID` depends on the switches you enable in Employee Central Payroll. Note that the selected switch impacts on how the default value is retrieved during the replication process. Here is the logic on how the field is replicated according to the selected settings:

Switch OCRSN is OFF

The default value of `PAYID` is blank. The standard system is set up so that it is not included in the employee master data replication. If you make an entry in the field, make sure that you include it to the next replication process, otherwise, it is deleted, and not replicated. You can modify the value using the `HRSFEC_B_CE_CHANGE_IT0267` BAdI at any time.

Switch OCRSN is ON and switch PYD_SFWS_SC_11 of the HCM_LOC_CI_100 Business Function is set as follows:

- OFF: The default value of `PAYID` is blank. The standard system is set up so that it is included in the employee master data replication. Any modification to the field is stored in the next replication process. You can modify the value using the `HRSFEC_B_CE_CHANGE_IT0267` BAdI at any time.
- ON: The default value of the field is `!`. The standard system is set up so that it is included in the employee master data replication. Note that it is used in the Payroll Control Center, only for ad hoc off-cycle. You can modify the value using the `HRSFEC_B_CE_CHANGE_IT0267` BAdI at any time.

i Note

If you use the Off-cycle Workbench or planned off-cycle in Payroll Control Center, you must modify the default value.

Next Steps

Add infotype 0267 to the Infotype Filter in the Customizing for ► [Personnel Management](#) ► [Integration Settings for SuccessFactors Employee Central Payroll](#) ► [Infotype Filter](#) ► [Filter Infotypes](#) ►.

Related Information

[Implementing BADIs to Enhance Already Mapped Master Data \[page 127\]](#)

10.25.3 Wage Types and Time Constraints in Employee Central Payroll

Different time constraints are supported in Employee Central depending on which infotype the wage types are replicated to. The following is an overview of what which time constraint means and which time constraint is supported for which infotype.

- **Time constraint 1** allows for:
 - A maximum of one infotype record of the same type and for the same object, to exist at the same period of time
 - No gaps to exist between the records
 - Some changes to be made to the attributes of the record
- **Time constraint 2** allows for:
 - A maximum of one infotype record of the same type and for the same object, to exist at the same period of time
 - Gaps to exist between valid records
- **Time constraint 3** allows for:
 - Multiple infotype records of the same type and for the same object, to exist at the same period of time
 - Gaps to exist between valid records. For example, there could be a three-year gap between the validity periods of two infotype records that exist for the same object.

Wage types replicated to infotypes....

...can only have the following time constraints...

Infotype 0008 (Pay Component Recurring)

Time constraint 1

Wage types replicated to infotypes....	...can only have the following time constraints...
Infotype 0014 (Pay Component Recurring)	Time constraint 1
	Time constraint 2
Infotype 0015 (Pay Component Non-Recurring)	Time constraint 2
	Time constraint 3
Infotype 0267 (Additional Off-Cycle Payments)	Time constraint 2
	Time constraint 3

10.25.4 Using Time Constraint 3 with Existing 0015 or 0267 Infotype Records

This document outlines the recommended procedure on how to replicate pay components with time constraint 3 for existing 0015 and 0267 infotype records.

Creating New Wage Types and Pay Components (Recommended)

You can replicate the pay components with time constraint 3 into infotype 0015 or infotype 0267. The steps you need to take before you can take advantage of this replication scenario are the following:

→ Remember

You have already maintained wage types data with time constraint 3 in Employee Central Payroll.

1. Create new wage types and pay components.
2. Use the [Infotype Filter](#) to prevent any replication of the existing pay components and wage types.
We strongly recommend that you use this procedure because it ensures a clean-up of the existing data to prevent it from being replicated with errors or inconsistency from Employee Central to Employee Central Payroll.

Keeping Existing Wage Types and Pay Components

However, if you decide to keep the wage types and pay components that were only maintained in Employee Central Payroll, make sure that data is consistent in the Employee Central and Employee Central Payroll systems. To ensure consistency, configure the wage types maintained in Employee Central Payroll now in Employee Central.

⚠ Caution

Inconsistencies result in replication errors and even in data loss in some cases.

⚠ Caution

Furthermore, make sure that these wage types aren't excluded any longer by using a Business Add-in to prevent infotype records from being deleted.

10.26 Higher Duty of Temporary Assignment - Infotype 0509

Here you find an overview of generic fields. These fields allow you to map Higher Duty of Temporary Assignment of an employee from Employee Central to Employee Central Payroll.

The following table contains information on higher duty or temporary assignment-related information:

Employee Central Payroll			Employee Central				
IT0509 Target	Mandatory?	Max. Length	Data Type for Code Value Mapping	Field ID	Field Label	Mandatory?	Picklist ID
EMPCT	No	5		percentageHD-Temp	Higher Duty/Temporary Assignment Percentage	Yes	-
PERTG	No	5		percentageAllowance	Allowance Percentage	No	-
SAIND	No	1		s17Indicator	Superannuation	No	-
CTHFD	No	1		countingRule Field value is HALF_DAY_AS_FULL_DAY.	Counting Rule (Half day as full day)	No	-
CTAPP	No	1		countingRule Field value is ACTUAL.	Counting Rule (Actual)	No	-
DISHF	No	1		discardLess-ThanHalfDay	Discard Less Than Half Day	No	-

Employee Central Payroll

Employee Central

IT0509 Target	Manda- tory?	Max. Length	Data Type for Code Value Map- ping	Field ID	Field Label	Mandatory?	Picklist ID
PLANS	No	8		hdTempReferen- cePosition	Higher Duty/Tem- porary Assign- ment Position	Yes	
				i Note If VPERN is empty, PLANS is fil- led with dummy value 99999999.			
VPERN	No	8		hdTempReferen- ceUserId	Higher Duty/Tem- porary Assign- ment User ID	No	
UPHDA & INVAL	No	1 & 1		allowanceBasis Field value is NOT_APPLI- CABLE.	Allowance Com- putation Basis (Not Applicable)	No	Mandatory to select one of the allowance basis op- tions.
DRVAL	No	1		allowanceBasis Field value is BASE_SAL- ARY_ONLY.	Allowance Com- putation Basis (Base Salary Only)	No	
INVAL	No	1		allowanceBasis Field value is BASE_SAL- ARY_AND_AL- LOWANCE.	Allowance Com- putation Basis (Base Salary and Allowance)	No	
UPHDA & INVAL	No	1 & 1		allowanceBasis Field value is OTHERS.	Allowance Com- putation Basis (Others)	No	

Employee Central Payroll

Employee Central

IT0509 Target	Manda- tory?	Max. Length	Data Type for Code Value Map- ping	Field ID	Field Label	Mandatory?	Picklist ID
HAJ01	No			<ul style="list-style-type: none">hdTempRe- ferenceSa- laryhdTempRe- ferenceSa- laryAdjuste- dAmt	<ul style="list-style-type: none">Higher Duty/ Temporary Assignment Reference SalaryHigher Duty/ Temporary Assignment Reference Salary Ad- justed Amount	No	

i Note

If the Higher Duty/Temporary Assignment Reference Salary Adjusted Amount is filled, then it's mapped and not the Higher Duty/Temporary Assignment Reference Salary.

Employee Central Payroll

Employee Central

IT0509 Target	Manda- tory?	Max. Length	Data Type for Code Value Map- ping	Field ID	Field Label	Mandatory?	Picklist ID
HLG01	No		PAY_COM- PONENT Customer table	hdTempRefSalar- yPayComp	Higher Duty/Tem- porary Assign- ment Reference Salary Pay Com- ponent	No	
<div> <i>i Note</i> The Code Value Map- ping is coun- try/ region- spe- cific. </div>							
NAJ01	No			<ul style="list-style-type: none"> substanti- veReferen- ceSalary substanti- veReferen- ceSalaryAd- justedAmt 	<ul style="list-style-type: none"> Nominal Ref- erence Sal- ary Nominal Ref- erence Sal- ary Adjusted Amount 	No	
<div> <i>i Note</i> If the Nomi- nal Reference Salary Ad- justed Amount is fil- led, then it's mapped and not the Nomi- nal Reference Salary. </div>							

Employee Central Payroll

Employee Central

IT0509 Target	Manda- tory?	Max. Length	Data Type for Code Value Map- ping	Field ID	Field Label	Mandatory?	Picklist ID
NLG01	No		PAY_COM- PONENT Customer table	substantiveRef- SalaryPayComp	Nominal Refer- ence Salary Pay Component	No	
<div><div></div><div>i Not e The Code Value Map- ping is coun- try/ region- spe- cific.</div></div>							

Related Information

[Replication of Higher Duty or Temporary Assignment to Employee Central Payrol](#)

11 Recommended Practices For Employee Master Data Replication

The following is an overview of various Employee Master Data Replication scenarios and the corresponding recommended practice.

Prerequisites

Make sure that you have set up the relevant actions and reasons for actions in tables T530 and T529A in your Employee Central Payroll system. For more information, refer to [Setup Actions and Reasons \[page 861\]](#).

Make sure that mapping entries for events exist in table TT77SFEC_CVMAPC. For more information, refer to [Create Mapping Entries for Events \[page 861\]](#) and [Configuring Standard and Country/Region-Specific Mapping for Employee Central Events in the Employee Central Payroll System \[page 170\]](#).

What You Need to Consider

The following includes a list of things you have to consider when processing employee master data replication:

- Don't use Employee Central Payroll for reporting of *Job Info* events.
- In general, don't Rehire with old employment. Instead, the recommendation is to *Rehire with new employment*. A new contract should have a new employment. When it is not possible to follow this recommendation, refer to [Rehiring with Old Employment and with Company Change \[page 286\]](#).
- Filter out unwanted data using the *Employment* filter in the point-to-point configuration. Note that the *Job Information* filter isn't supported.
- Never rehire inactive employments with old employment (the ones that are filtered out). We recommend that you purge old inactive employments in order to avoid accidental rehire in old employment.
- Don't use customer-specific actions that change the employment status when, for example, you hire, rehire or terminate employees.
- During the initial setup of Employee Central Payroll, we recommend that you replicate the full history of an employee instead of splitting it at the full transmission start date (FTSD). For more information, refer to [Recommendations for Initial Setup of Employee Central Payroll Master Data Replication \[page 296\]](#).
- Move the FTSD into the future from time to time to limit the amount of data being replicated and improve performance.
- Don't add termination and Hire/Rehire events on the same day. Exception: you can add a termination event for No-show on the Hire and Rehire date.

[Hiring \[page 280\]](#)

The following provides a snapshot of the replication for hiring an employee after the full transmission start date.

[Changing the Hire Date \[page 281\]](#)

The following provides a snapshot of the replication for changing the hire date of an employee after the full transmission. It shows the modification of the hire date in both systems: in the Employee Central [Job info](#) and in the Employee Central Payroll [Actions](#) infotype.

[Changing Hiring Action \[page 282\]](#)

The following illustrates the scenario where the personnel action mapped to the hiring event is changed after the full transmission start date (FTSD). Enable the Time-Dependent Replication Framework (TDR) `MASSN_MASSG_CHANGE_AT_HIRE` to modify the hiring action.

[Termination \[page 283\]](#)

If you terminate an employee after the full transmission start date, data from the Employee Central [Job info](#) is replicated to the Employee Central Payroll [Actions](#) (0000) infotype as illustrated here.

[Intercompany Transfer in the Same Employment With Data Change \[page 283\]](#)

Generally, it isn't a recommended scenario. However, if you have to take this approach, follow the guidelines described here.

[Concurrent Employment \[page 292\]](#)

For this scenario, make sure that the secondary employment has a start date **AFTER** the full transmission start date (FTSD). The following pictures show the [Job Information](#) records in an Employee Central system and the [Actions](#) (0000) records in an Employee Central Payroll system.

[Global Assignment \[page 292\]](#)

For this scenario, make sure that the new employment starts after the full transmission start date.

[Organizational Change \(Data Change\) \[page 293\]](#)

Make sure that any Data change events are recorded after the full transmission start date (FTSD).

[Customer- Specific Actions of Type Organizational Change \(Example Action 02\) \[page 294\]](#)

[Customer-Specific Actions \[page 295\]](#)

We strongly recommend that you don't create customer-specific personnel actions that change the employment status in the Employee Central Payroll system.

[Job Information Changes Valid Before or at the Full Transmission Start Date \[page 296\]](#)

[Avoid Retroactive Calculations in Case of Manual Changes to Data InEmployee Central \[page 296\]](#)

[Recommendations for Initial Setup of Employee Central Payroll Master Data Replication \[page 296\]](#)

The following includes recommendations when initially setting up the employee master data replication.

11.1 Hiring

The following provides a snapshot of the replication for hiring an employee after the full transmission start date.

Data from the Employee Central [Job Information](#) is replicated to the Employee Central Payroll [Actions](#) (0000) infotype as illustrated here.

EC Job information

Full transmission start date



ECP Infotype 0000 of PERNR

Full transmission start date



11.2 Changing the Hire Date

The following provides a snapshot of the replication for changing the hire date of an employee after the full transmission. It shows the modification of the hire date in both systems: in the Employee Central [Job info](#) and in the Employee Central Payroll [Actions](#) infotype.

EC Job information

Full transmission start date



ECP Infotype 0000 of PERNR

Full transmission start date



Related Information

[Changing the Hire Date \[page 848\]](#)

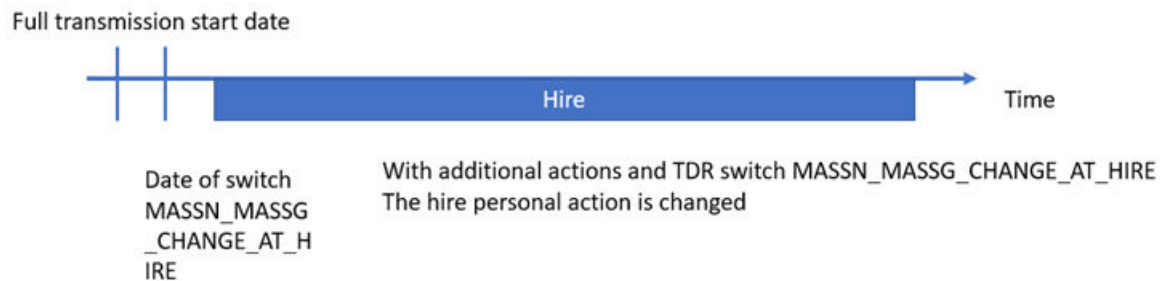
11.3 Changing Hiring Action

The following illustrates the scenario where the personnel action mapped to the hiring event is changed after the full transmission start date (FTSD). Enable the Time-Dependent Replication Framework (TDR) `MASSN_MASSG_CHANGE_AT_HIRE` to modify the hiring action.

EC Job information



ECP Infotype 0000 of PERNR



Related Information

[Enabling Time-Dependent Replication Framework \[page 83\]](#)

11.4 Termination

If you terminate an employee after the full transmission start date, data from the Employee Central [Job info](#) is replicated to the Employee Central Payroll [Actions](#) (0000) infotype as illustrated here.

Make sure that the following conditions are fulfilled:

- A termination doesn't exist on the same day as a rehire or hire date.
- A termination doesn't exist for an employee who is already terminated.

EC Job information

Full transmission start date



ECP Infotype 0000 of PERNR

Full transmission start date



11.5 Intercompany Transfer in the Same Employment With Data Change

Generally, it isn't a recommended scenario. However, if you have to take this approach, follow the guidelines described here.

To make this scenario work, make sure that all legal entities in the employment belong to the same country/region. If not, you can only use [Rehire with New employment](#). Prerequisite is that in the Employee Central system, the data change with transfer to another legal entity is after the full transmission start date (FTSD).

New Company

During the replication process, a [Termination](#) action is added for the first personnel number and a [Hiring](#) action for the new personnel number in the Employee Central Payroll system.

EC Job information

Full transmission start date



ECP Infotype 0000 of PERNR

Full transmission start date



Full transmission start date



Back to the old company:

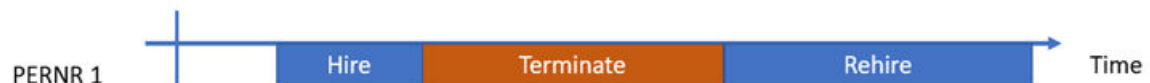
EC Job information

Full transmission start date



ECP Infotype 0000 of PERNR

Full transmission start date



Full transmission start date



Related Information

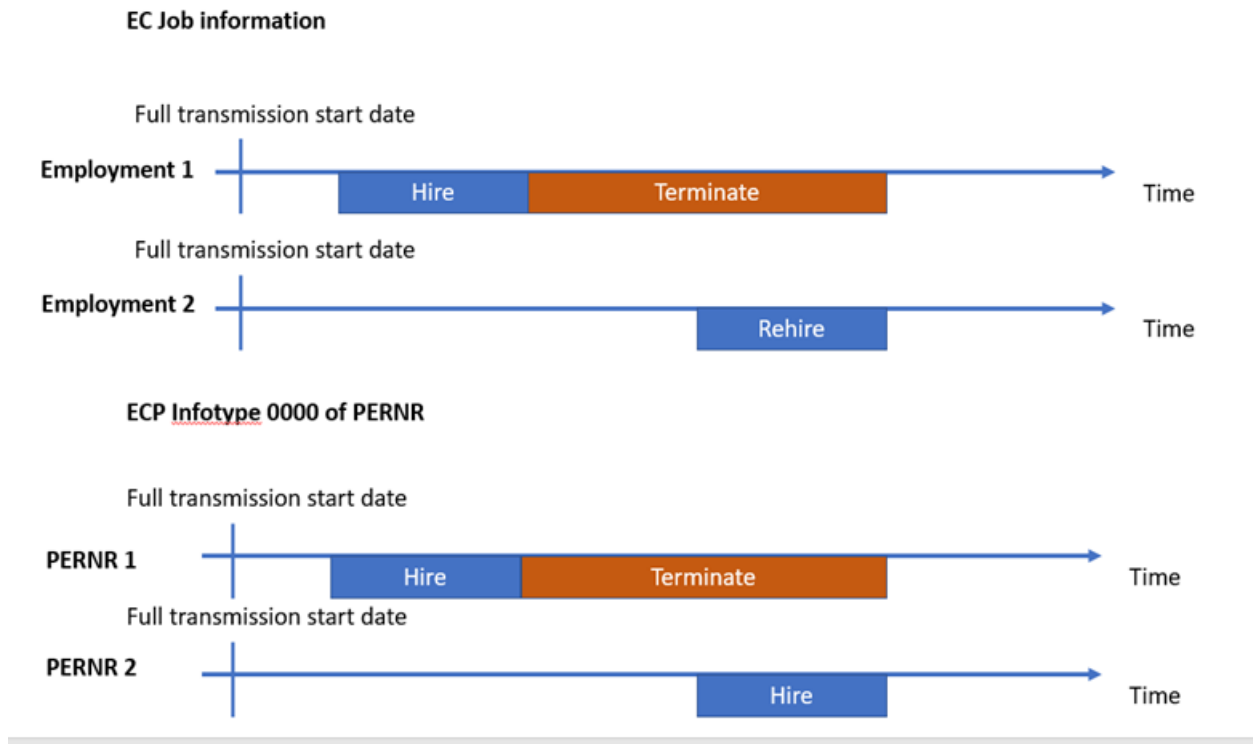
[Artificial Actions \[page 173\]](#)

11.6 Rehiring

11.6.1 Rehiring with New Employment Regardless of the Company Change

The following illustrates the scenario where you replicate a rehiring using *Rehire with new employment* regardless of a company change when the termination happens after the full transmission start date.

The following pictures show respectively the records in an Employee Central system and an Employee Central Payroll system.



11.6.2 Rehiring with Old Employment and with Company Change

The following shows how to rehire with old employment and company change in the same country. For company change to another country, use [Rehire with new employment](#).

In the Employee Central system, it's prohibited to terminate and rehire an employee on the same day.

EC Job information

Full transmission start date



The scenario where you replicate a company change is allowed. The following pictures show respectively the records in an Employee Central system and an Employee Central Payroll system.

EC Job information

Full transmission start date



ECP Infotype 0000 of PERNR

Full transmission start date



However, we recommend that you use [Data Change](#) as much as possible. The following pictures show respectively the records in an Employee Central system and an Employee Central Payroll system.

EC Job information

Full transmission start date



ECP Infotype 0000 of PERNR

Full transmission start date



Full transmission start date



i Note

For the terminating and rehiring an employee on the same day scenario, you should follow the guidelines described in [Two Status Changing Event Reasons on the Same Day \[page 181\]](#).

11.6.3 Rehiring with Old Employment and Without Company Change

The following describes the standard behavior when Rehiring with old employment but without a transfer to another legal entity.

For this scenario to work, make sure that a rehire doesn't exist on the same day as a termination or a no-show event.

The following pictures show respectively the records in an Employee Central system and an Employee Central Payroll system.

EC Job information

Full transmission start date



ECP Infotype 0000 of PERNR

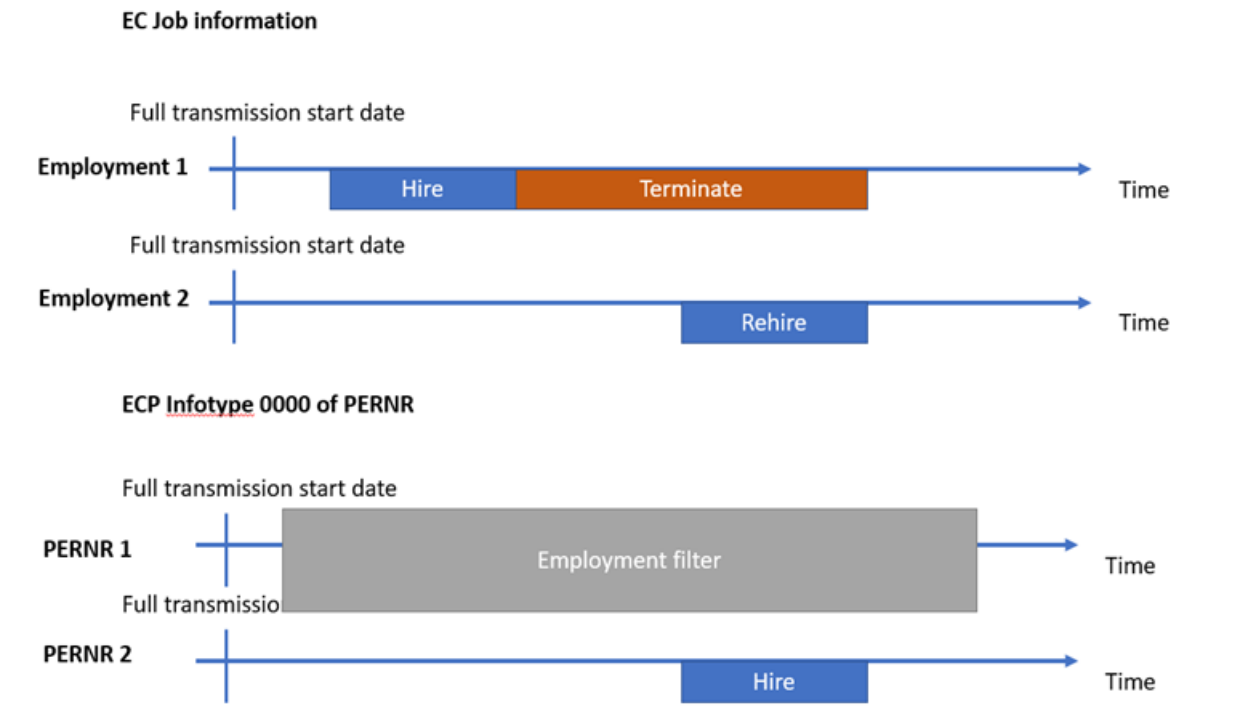
Full transmission start date



11.6.4 Rehire Employees Filtered Out by PTP Configuration, for Example, by Pay Group

An employee isn't included in the point-to-point replication due to the filters set up in the configuration. Example: the employee belongs to a *Pay Group* that isn't relevant for replication.

If you want to rehire such an employee, meaning that the employee becomes relevant for the point-to-point replication, we recommend that you use *Rehire with new employment*. Don't rehire with old employment. The following pictures illustrate the records in an Employee Central system and in an Employee Central Payroll system.



11.7 No-Show

11.7.1 No-show at Hire Date

If you replicate a no-show after the full transmission start date, data from the Employee Central *Job info* is replicated to the Employee Central Payroll *Actions* (0000) infotype.

Make sure that you have activated *Additional actions* in an Employee Central Payroll system. If you don't use *Additional actions*, you must change the corresponding *Hire* action to an *Inactive Hire* by using transaction PA30.

The following pictures show respectively the records in an Employee Central system and an Employee Central Payroll system.

EC Job information



ECP Infotype 0000 of PERNR



Related Information

[Replication of No-Show Rehire From Employee Central \[page 178\]](#)

11.7.2 No-Show at Rehire Date

If a *No-Show* event occurs after a *Rehire* event that happens after the full transmission start date, data from the Employee Central *Job info* is replicated to the Employee Central Payroll *Actions* (0000) infotype as show in the pictures below:

EC Job information

Full transmission start date



ECP Infotype 0000 of PERNR

Full transmission start date

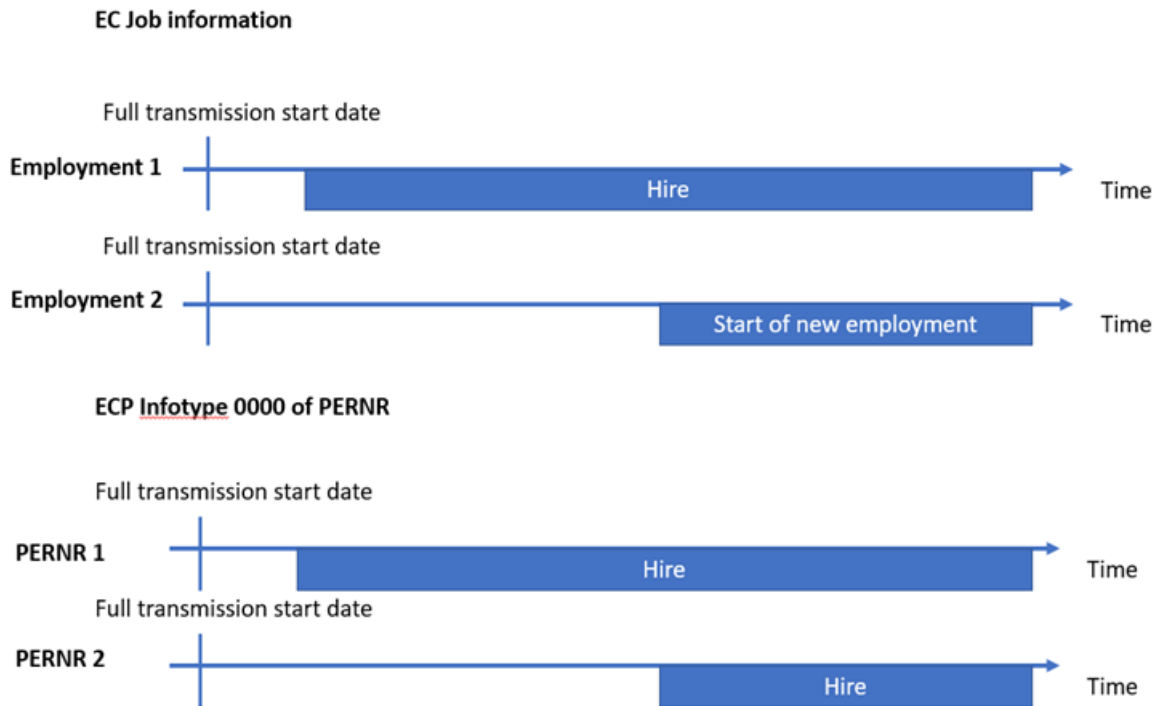


Related Information

[Replication of No-Show Rehire From Employee Central \[page 178\]](#)

11.8 Concurrent Employment

For this scenario, make sure that the secondary employment has a start date **AFTER** the full transmission start date (FTSD). The following pictures show the *Job Information* records in an Employee Central system and the *Actions* (0000) records in an Employee Central Payroll system.



11.9 Global Assignment

For this scenario, make sure that the new employment starts after the full transmission start date.

The following pictures show the *Job Information* records in an Employee Central system and the corresponding *Actions* (0000) records in an Employee Central Payroll system.



11.10 Organizational Change (Data Change)

Make sure that any Data change events are recorded after the full transmission start date (FTSD).

The following pictures show the [Job Information](#) records in an Employee Central system and the [Actions](#) (0000) records in an Employee Central Payroll system.

EC Job information

Full transmission start date



ECP Infotype 0000 of PERNR

Full transmission start date



11.11 Customer- Specific Actions of Type Organizational Change (Example Action 02)

It's possible that you have customer-specific events that don't change the employment status but are more for general purpose, for example, used for reporting. Such events should be mapped to Employee Central Payroll actions that have a similar setup as the standard action [Organizational change 02](#).

To make sure this works, configure your action in table T529A with initial value for field STAT2.

The following pictures show the [Job Information](#) records in an Employee Central system and the [Actions](#) (0000) records in an Employee Central Payroll system.

EC Job information

Full transmission start date



ECP Infotype 0000 of PERNR

Full transmission start date



Related Information

[Payroll Event \[page 180\]](#)

11.12 Customer-Specific Actions

We strongly recommend that you don't create customer-specific personnel actions that change the employment status in the Employee Central Payroll system.

i Note

If the field STAT2 isn't initial in table T529A, then the action is employee status changing.

Related Information

[Troubleshooting Job Information \[page 186\]](#)

11.13 Job Information Changes Valid Before or at the Full Transmission Start Date

Do not change the Job Info records in Employee Central on or before the full transmission start date (FTSD). We recommend this in order to avoid data synchronization issues.

Moreover, due to several reasons, it is recommended to move the FTSD into the future from time to time. For more details, refer to Related information.

Related Information

[Using the Full Transmission Start Date \[page 140\]](#)

[Purging Employee Master Data Replicated to Employee Central Payroll](#)

11.14 Avoid Retroactive Calculations in Case of Manual Changes to Data InEmployee Central

We strongly recommend that you create business rules in Employee Central to ensure that users don't accidentally change data before the date relevant for the retroactive calculation. For more information, refer to [Get Next Possible Date for Changes](#).

11.15 Recommendations for Initial Setup of Employee Central Payroll Master Data Replication

The following includes recommendations when initially setting up the employee master data replication.

We broadly classify these settings into two categories:

- Settings required when employees (PERNRs) don't already exist in an Employee Central Payroll system.
- Settings required when employees (PERNRs) already exist in an Employee Central Payroll, for example, in case of migration from legacy systems.

[Settings Recommendations for Employee Central Payroll Initial Setup Without Existing Employees \[page 297\]](#)

Here are some settings recommendations to consider before the initial setup of an Employee Central Payroll system in which employees (personnel numbers) don't exist.

[Settings Recommendations for Migration from an Employee Central Payroll System to Employee Central \[page 300\]](#)

When personnel numbers already exist in an Employee Central Payroll system, the migration of data to an Employee Central system starts at the FTSD that is the same as the cutoff date.

11.15.1 Settings Recommendations for Employee Central Payroll Initial Setup Without Existing Employees

Here are some settings recommendations to consider before the initial setup of an Employee Central Payroll system in which employees (personnel numbers) don't exist.

If you're live with Employee Central before implementing Employee Central Payroll, you typically need to decide on a cutoff date to replicate employee master data. It means that all data before the cutoff date isn't considered for replication to an Employee Central Payroll system. For more information about the switch EECOH, refer to [Switches for Employee Central Payroll](#) and [Most Common Configuration Scenarios \[page 142\]](#).

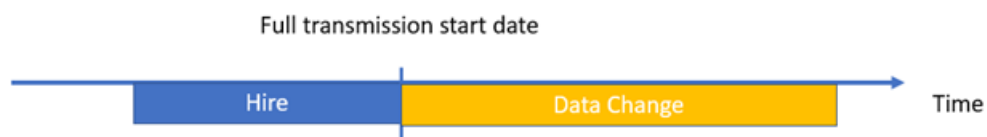
Split Active Job Information at Cutoff Date

Once the cutoff date is implemented, make sure that *Job Information* records in the Employee Central system are split accordingly. For this, use an Employee Central event of type *Data Change* to split the relevant *Job Information* records before starting the replication. By doing so, you ensure that the Employee Central Payroll system creates the infotype 0000 records with the right personnel actions.

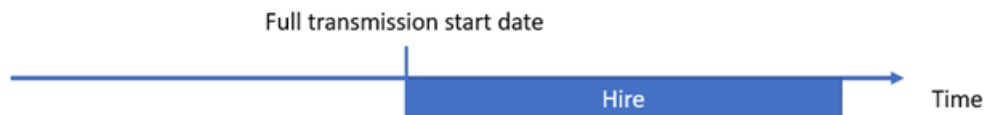
i Note

Artificial actions are actions that are automatically added during the replication of events and event reasons from Employee Central. For more information, refer to [Artificial Actions \[page 173\]](#).

EC Job information



ECP Infotype 0000 of PERNR



Handling of Inactive Records at Cutoff Date

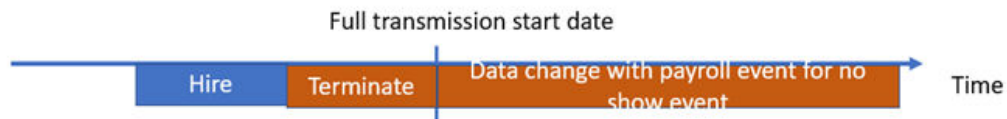
At the time of implementing cut-off, you may choose to include inactive records in the replication process. In this case, you should follow the recommendations:

1. Split inactive *Job Information* at cutoff date

At the cutoff date, the employee was already terminated in the Employee Central system and you only want to replicate the inactive *Job Information* records.

To split the Employee Central records, choose an event of type *Data Change* with an event reason *No-show* mapped to a payroll event of type *NS*. As illustrated below, splitting records in an Employee Central system enables the replication of inactive hires to an Employee Central Payroll system.

EC Job information



ECP Infotype 0000 of PERNR



2. Employees inactive at full transmission start date and rehired later (cut off scenario)

At the cutoff date, the employee was already terminated but was also rehired subsequently into the same employment in the Employee Central system, using a future *Rehire* record with active status.

When a (future) *Rehire* exists after the termination at the cutoff date, the system automatically ignores the *Termination* record and the infotype 0000 record starts as a *Hire* in an Employee Central Payroll system. In this scenario, there's no need to create a special split. However, it's required to activate the switch `EECON` in the table `T77S0`.

EC Job information



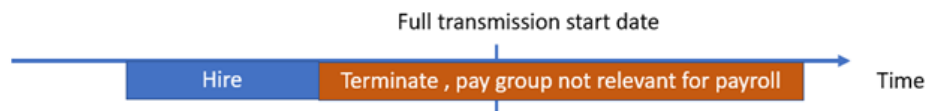
ECP Infotype 0000 of PERNR



i Note

However, if you choose not to replicate inactive records, we recommend that you add employees to a [Pay Group](#) that isn't relevant for replication: Use the [Employment](#) filter to filter out such a pay group from the replication process. By doing so, inactive records aren't included in the replication process.

EC Job information



ECP Infotype 0000 of PERNR

Employment filter to filter out paygroups not relevant for payroll

i Note

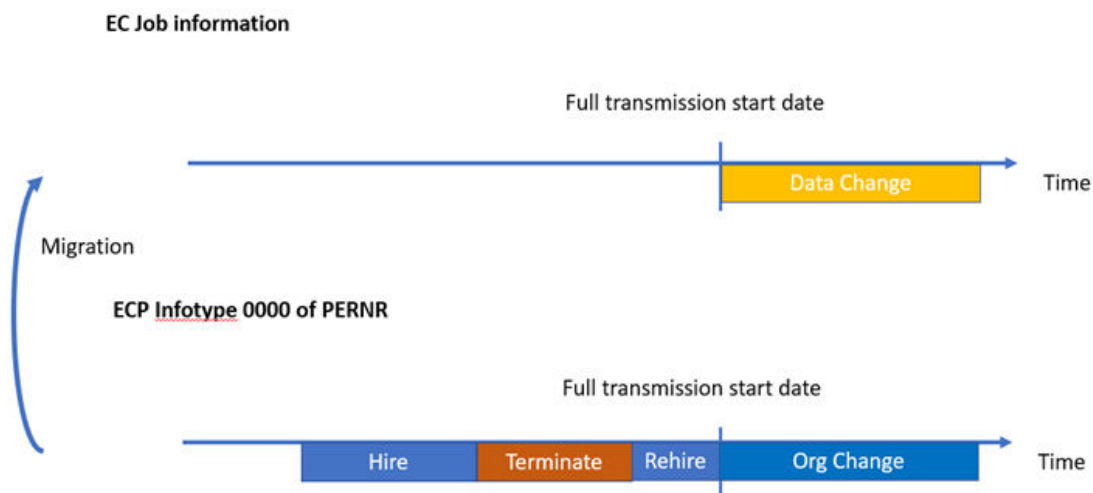
You can also use the [Employment](#) filter to filter out other types of records based on your own criteria. Please note that filtering **individual Job Information** records isn't supported. For more information, refer to [Most Common Configuration Scenarios \[page 142\]](#).

11.15.2 Settings Recommendations for Migration from an Employee Central Payroll System to Employee Central

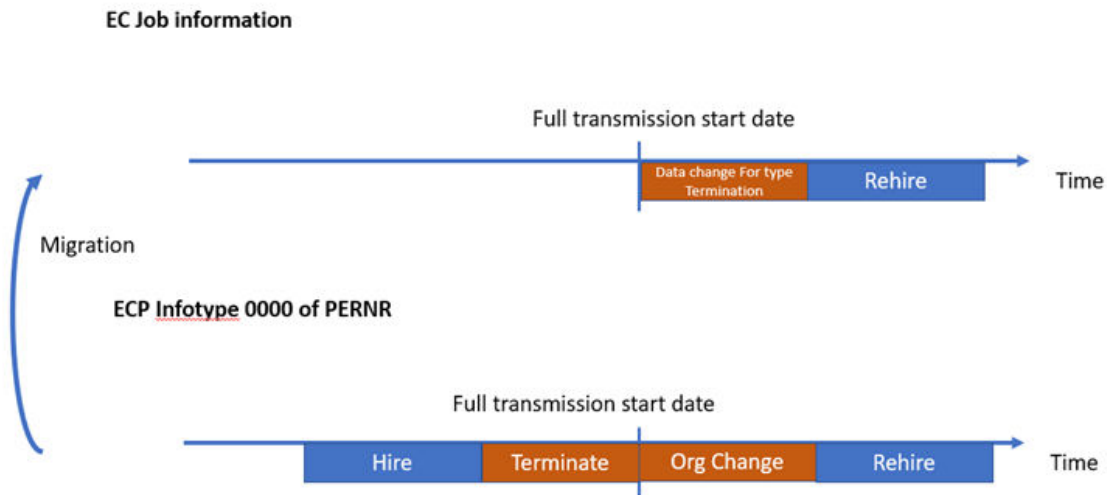
When personnel numbers already exist in an Employee Central Payroll system, the migration of data to an Employee Central system starts at the FTSD that is the same as the cutoff date.

Consider the following scenarios:

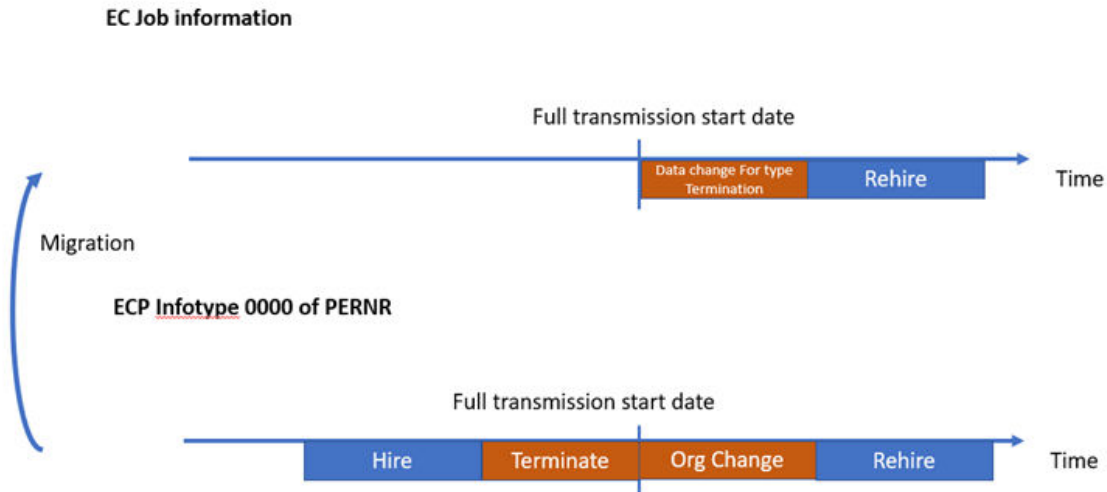
1. Employment is active at the FTSD. The Employee Central Payroll system has historical records with different statuses prior to the FTSD.
To ensure an error-free replication to the Employee Central Payroll, make sure that an Employee Central event of type [Data Change](#) or any event that isn't status changing is used to split the [Job Information](#) record at FTSD. We recommend that you use payroll events as described in [Payroll Event](#).



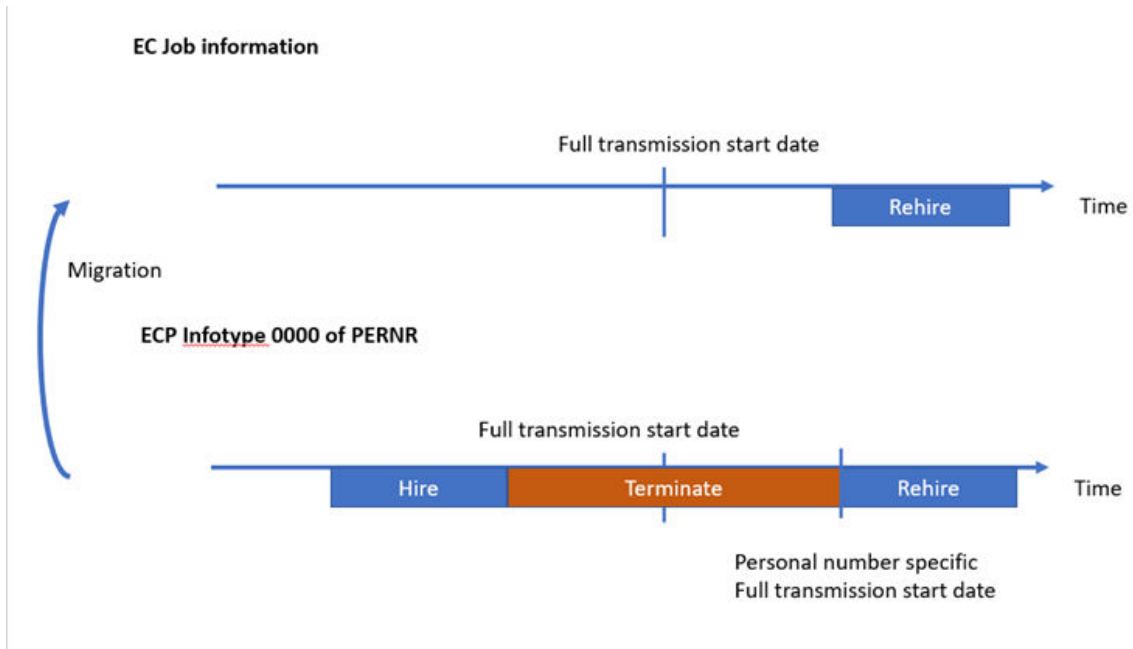
2. Employment is inactive at FTSD but has future [Rehire](#) event. The Employee Central Payroll system has historical records with different statuses prior to the FTSD.
To ensure an error-free replication to the Employee Central Payroll, make sure that an Employee Central event of type [Inactive data change](#) or any event that has an [Inactive](#) status is used to split the [Job Information](#) record at FTSD. We recommend that you use payroll events.



3. Employment is inactive at FTSD and there's a future *Rehire*. In this case, the recommendation is to ignore the inactive records prior to the *Rehire* event that happens after the FTSD. After the migration is completed, configure a specific FTSD that is the same as the employees *Rehire* date in the Time-Dependent Replication Framework. By doing so, you ensure that the replication ignores unwanted records. For more information about Enabling Time-Dependent Replication Framework, refer to [Enabling Time-Dependent Replication Framework \[page 83\]](#).



4. Employment is inactive at FTSD and has no future *Rehire*. You have the following options:
 - Migrate the full history starting from the FTSD for such employees and assign them to a *Pay Group* that isn't relevant for replication to the Employee Central Payroll system (**see using also employment filter**). In addition, if you want to rehire them in the future, always *Rehire with new employment*.
 - [Not recommended] You can also decide not to migrate such employees, for example, to save costs. However, be aware that it leads to data inconsistency between an Employee Central system and an Employee Central Payroll system.



Related Information

[Payroll Event](#)

12 Replication of Onboarding Compliance Forms from Employee Central

Make some important initial settings before replicating Onboarding Compliance Forms to Employee Central Payroll

Context

During the onboarding process, data from compliant forms are collected. Generally, new hires upload them to the Employee Central system using Employee Self Services (ESS).

Forms provided by tax authorities or previous employers are required in the Employee Central Payroll system because they contain basic tax data, and especially the country/region. This data determines the replication of tax data to country/region-specific infotypes once the onboarding process and the hiring process are triggered. For more information about country/region-specific onboarding forms, refer to **Related Information**.

Prerequisites

Before using the integration framework, make sure that the following prerequisites are met:

1. You have the required permission to configure the settings in Employee Central Payroll.
2. You have set up the Onboarding forms in SAP SuccessFactors Onboarding, For more information, refer to [Setting Up Compliance for Onboarding](#)

Standard Integration Framework for Onboarding Compliance Forms in Employee Central Payroll

The standard integration framework enables the mapping of Onboarding Compliance form fields to country/region-specific infotype fields. It provides a replication service that can be scheduled to bring Compliance data of active employees automatically into Employee Central Payroll infotypes.

[Using the Integration Framework for Onboarding Compliance Forms From Employee Central \[page 304\]](#)

Find out how to replicate Onboarding Compliance Forms using the integration framework that provides predelivered configuration.

Related Information

[Integration of Onboarding Compliance Form "Starter Checklist"](#)

12.1 Using the Integration Framework for Onboarding Compliance Forms From Employee Central

Find out how to replicate Onboarding Compliance Forms using the integration framework that provides predelivered configuration.

Prerequisites

You've granted all permissions to users by copying the template role `SAP_HR_PA_EC_ONB_FORM_REPL_V1`. Note that you have to copy this role from client 000 into your customizing client.

Procedure

1. Go to your Employee Central Payroll system.
2. Select the onboarding form you want to replicate in the Customizing for ► [Integration Settings for SuccessFactors Employee Central Payroll](#) ► [Standard Integration Framework for Onboarding Forms Replication](#) ► [Configure the Integration Framework to replicate Onboarding Forms](#) ►.

[OPTIONAL]: It's possible to copy the predelivered mapping that is available in the Customizing for ► [Integration Settings for SuccessFactors Employee Central Payroll](#) ► [Onboarding Compliance Forms](#) ► [Integration Framework: Tables to enhance or customize Onboarding Forms](#) ► and to use it for your own purposes.

- a. Select the onboarding compliance form and specify the number of cutoff days in the Customizing for ► [Integration Settings for SuccessFactors Employee Central Payroll](#) ► [Onboarding Compliance Forms](#) ► [Set up the Cut Off Days](#) ►.

The number entered in the [Cutoff days](#) field corresponds to the number of days between the hiring date and the maximum replication date from Employee Central.

3. Save your settings.
4. Follow this procedure to customize your relevant form:
 - a. Maintain Code Value Mapping for Onboarding Forms
 - b. Maintain Field Mapping for Onboarding Compliance Forms
 - c. Maintain Node Mapping for Onboarding Compliance Forms

For more information, refer to the system documentation.

5. Save your settings.

6. Schedule the replication of your onboarding compliance forms using the standard replication report `RP_HRSFEC_PTP_EE_REPLICATION` in the SAP Menu under ► [Personnel Management](#) ► [Employee Central Payroll](#) ► [Replication from Employee Central to Employee Central Payroll](#) ► [Start Master Data Replication](#) ►.

i Note

The [Replicate Compliance Onboarding Forms](#) (`RP_HRSFEC_ONB_FORM_REPLICAT`) report is embedded in the standard replication report.

When you need, for example, to correct replication errors for specific personnel numbers, you can run the report separately by proceeding as follows:

- Either specify transaction `HRSFEC_ONB_FORM_REPL`
 - Or go to the SAP Menu under ► [Personnel Management](#) ► [Employee Central Payroll](#) ► [Replication from Employee Central to Employee Central Payroll](#) ► [Replicate Compliance Onboarding Forms](#) ►.
7. Specify the number of cutoff days in the Customizing for ► [Integration Settings for SuccessFactors Employee Central Payroll](#) ► [Onboarding Compliance Forms](#) ► [Set up the Cut Off Days](#) ►.

The number you specify in the [Cutoff days](#) field corresponds to the number of days between the hiring date and the maximum replication date from Employee Central.

8. Save your settings.

Next Steps

The replication is successful when data from the selected country/region-specific onboarding form is replicated to the corresponding infotypes.

i Note

You can view the replication status of the onboarding compliance form in the [Data Replication Monitor](#).

i Note

In the `HRSFEC_ONB_LMOD` table, you get the list of onboarding compliance forms according to the selection criteria included in the point-to-point configuration and with the last modified dates higher than the specified replication date and time.

13 Overview of the Integration Between Employee Central Payroll and SAP S/4HANA Finance

Understand integration scenarios for Payroll postings from SAP SuccessFactors Employee Central Payroll to SAP S/4HANA Finance.

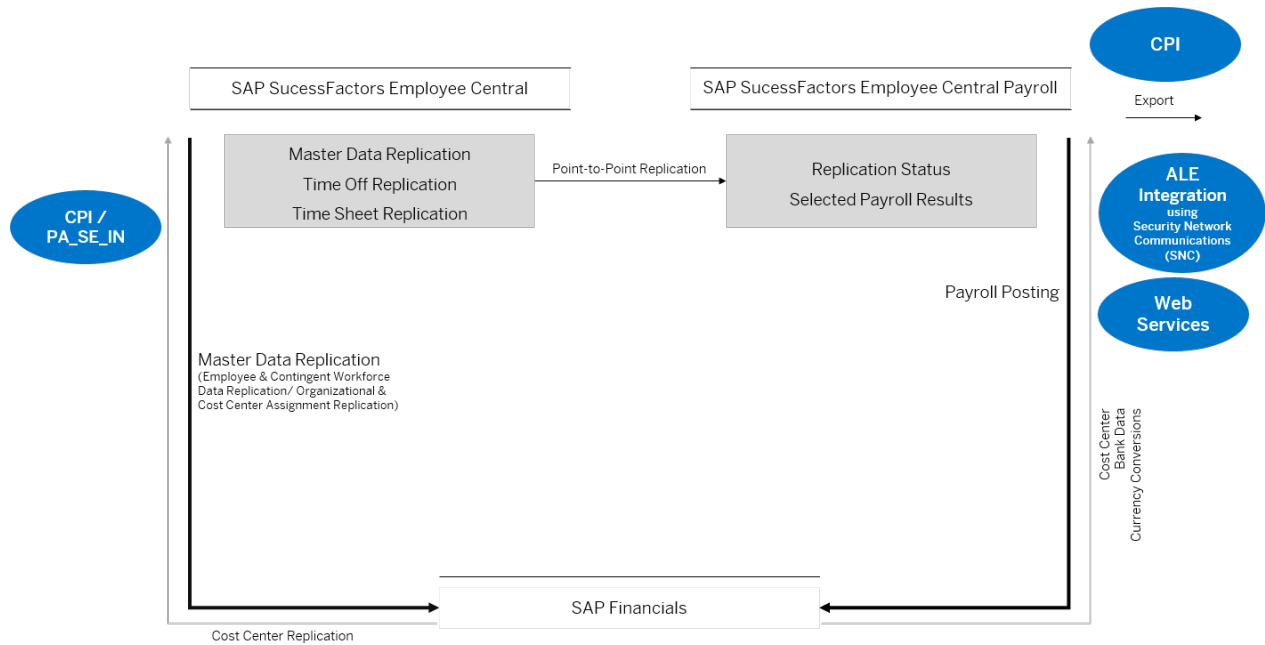
The integration between Employee Central Payroll and SAP S/4HANA Finance allows you to post payroll results. For more information about the functional concepts of the integration, refer to [Posting to Accounting \(PY-XX-DT\)](#) documentation.

Integration Scenario	Description	More Information
Payroll Posting from Employee Central Payroll to SAP S/4HANA Finance	Understand the business integration between Employee Central Payroll and SAP S/4HANA Finance.	Posting Payroll Documents For more information about how to set the scenario Reporting for Posting Payroll Results to SAP S/4HANA Finance in Employee Central Payroll, go to the Customizing for Payroll > Payroll: International > Reporting for Posting Payroll Result to Accounting .
Payroll Posting from Employee Central Payroll to Finance in SAP S/4HANA Cloud Private Edition	Learn how to make the settings in Employee Central Payroll.	

i Note
Make sure that you have set up the distribution of cost centers before making the settings for the Payroll Posting.

Integration Scenario	Description	More Information
Payroll Posting from Employee Central Payroll to Finance in SAP S/4HANA Cloud Public Edition	<p>Understand the integration between Employee Central Payroll and Finance in SAP S/4HANA Cloud that gives you the security of direct connectivity for posting payroll results in SAP S/4HANA Cloud.</p> <div> <p>⚠ Caution</p> <ul style="list-style-type: none"> Employee-related customer and supplier postings aren't supported. Account Assignment Type Q (<i>Financial Posting with PERNR</i>) isn't supported. To remove the check for the Account Assignment Type Q for Employee Central Payroll, apply the workaround described in KBA 2816965. Public sector postings are supported for international payroll functions and for payroll functions specific to the United States. The maximum number of allowed line items in a payroll posting document is 2000. Information about the supported countries/regions for this integration is in SAP Note 2707220. </div>	<p>For more information about the integration using Web services to transfer payroll posting documents to Finance in SAP S/4HANA Cloud, refer to Integration Between Payroll and Finance documentation.</p> <p>For more information about enabling the following feature, refer to Creating Personnel Number Using the Employee Central Assignment ID.</p>

Here is a graphic giving an overview of the most significant integrations from Employee Central to SAP S/4HANA Finance, and their corresponding data flow, including Payroll Posting:



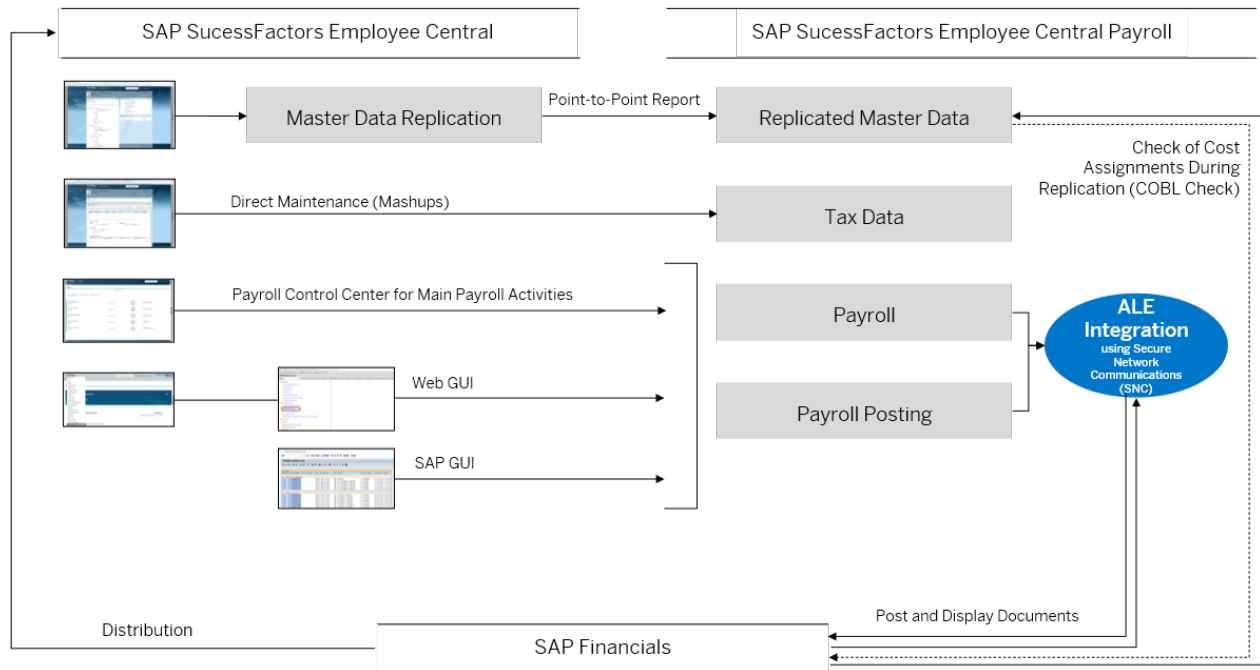
Depending on the selected integration scenario, ALE or Web Services are used to transfer payroll postings from Employee Central Payroll to SAP S/4HANA Finance. Cost centers are directly replicated from SAP S/4HANA Finance to Employee Central and Employee Central Payroll.

Note

Prerequisite is that all company codes and controlling areas relevant for payroll processing in SAP S/4HANA are also available with the same IDs in SAP SuccessFactors Employee Central Payroll before starting the replication process. It means that you must manually create company codes and controlling areas in SAP SuccessFactors Employee Central Payroll.

For more information on how to enable the cost center replication to Employee Central, see the [Replicating Cost Centers from SAP ERP to Employee Central Using SAP Cloud Platform Integration as the Middleware](#) guide.

Here is a graphic illustrating the detailed replication process of the payroll posting results from Employee Central Payroll to SAP S/4HANA Finance:



i Note

For more information on how to supply non-SAP accounting systems, see SAP Note [121361](#).

14 Master Data Replication Using SAP Master Data Integration

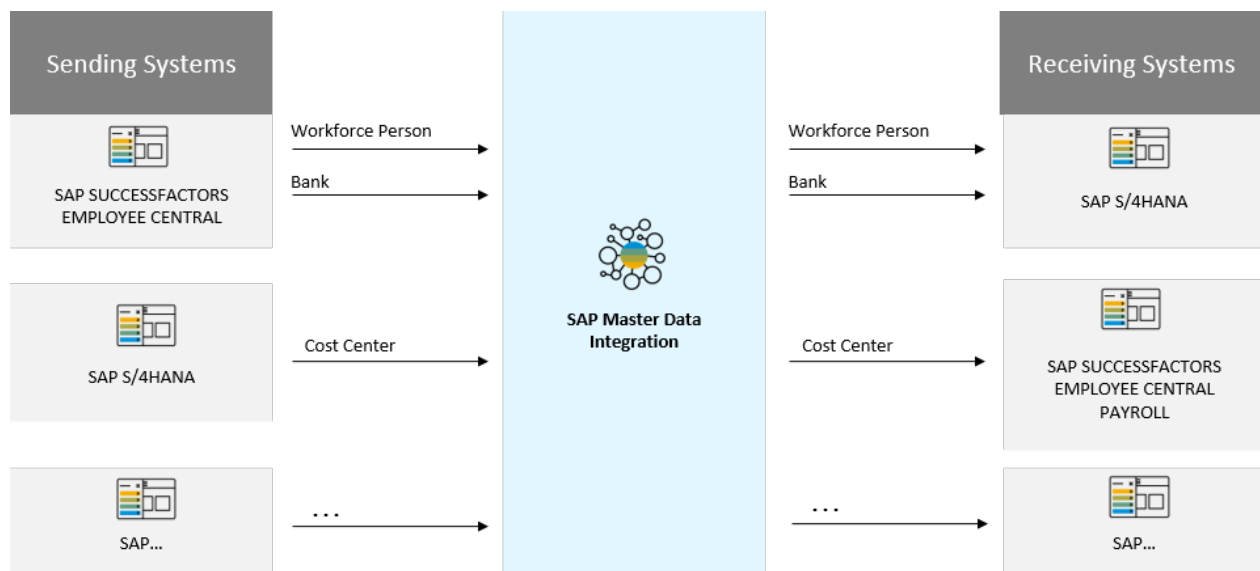
SAP Master Data Integration enables you to share consistent master data across multiple products easily and efficiently.

Master data is at the heart of any company's digital business and different applications rely on consistent master data that is shared in business processes. Master data integration, therefore, is a major enabler for these cross-application business processes. A high level of harmonization is required concerning the adoption of technology and processes to lower costs. Master data services on SAP Business Technology Platform, such as SAP Master Data Integration, aim at solving the master data integration challenge in a centralized and efficient way.

i Note

Before you implement these integration scenarios, please see the Release Restriction Note on the SAP S/4HANA Cloud page on the [SAP Help Portal](#).

Use this documentation to prepare Employee Central Payroll for the replication of master data such as cost centers and Public Sector Management data. The data synchronization is realized by a bundle of APIs that read master data from SAP Master Data Integration and updated master data in Employee Central Payroll. A high-level overview of possible data flows during these processes is shown here:



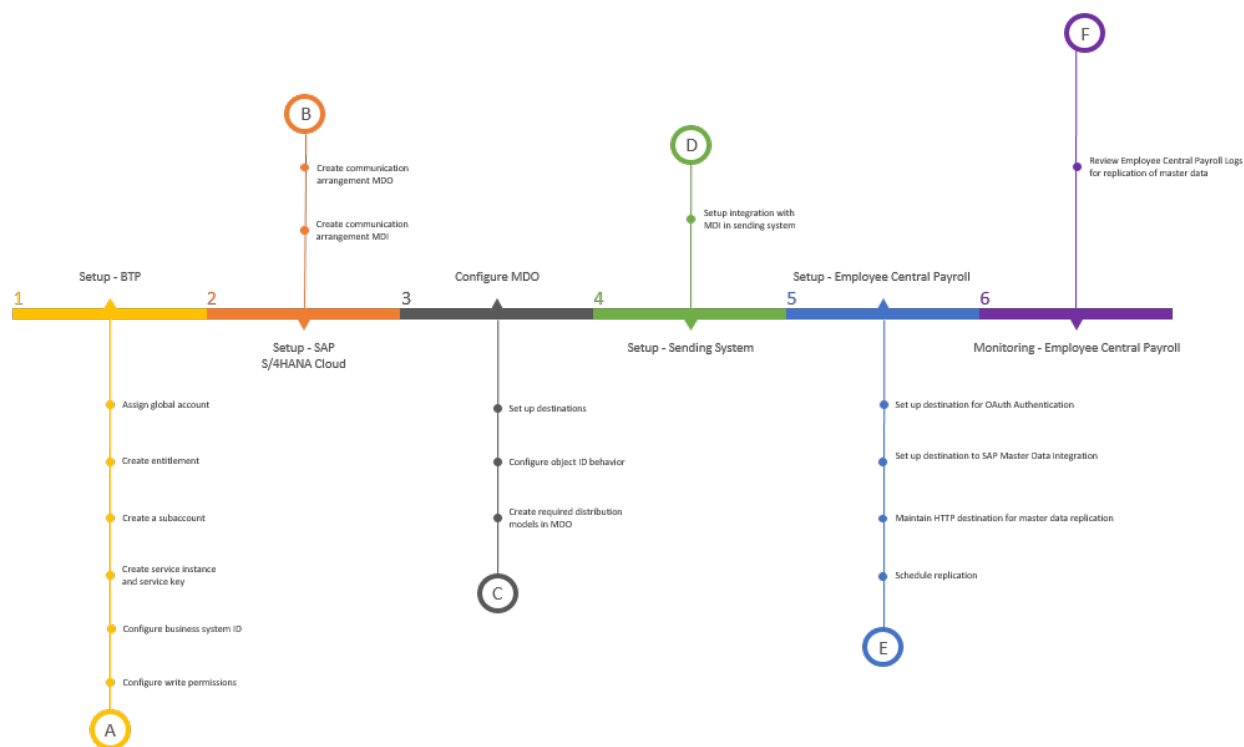
14.1 Master Data Replication: Setup Instructions for SAP SuccessFactors Employee Central Payroll

Here you get links to the step-by-step procedures for connecting SAP SuccessFactors Employee Central Payroll and SAP Master Data Integration for master data.

Context

i Note

This graphic is interactive. You can hover over each element to see more information about that step, or click on an element to navigate to the topic with the information for that step.



- https://help.sap.com/docs/SAP_MASTER_DATA_INTEGRATION/c7713d6177ad479d9ea00958db9f2f81/e20c915789f44fa2951a948116c335d7.html [https://help.sap.com/docs/SAP_MASTER_DATA_INTEGRATION/c7713d6177ad479d9ea00958db9f2f81/e20c915789f44fa2951a948116c335d7.html]
- <https://help.sap.com/docs/btp/sap-business-technology-platform/entitlements-and-quotas> [https://help.sap.com/docs/btp/sap-business-technology-platform/entitlements-and-quotas]
- <https://help.sap.com/docs/btp/sap-business-technology-platform/managing-subaccounts-using-cockpit> [https://help.sap.com/docs/btp/sap-business-technology-platform/managing-subaccounts-using-cockpit]

- https://help.sap.com/docs/SAP_MASTER_DATA_INTEGRATION/c7713d6177ad479d9ea00958db9f2f81/69ae614272654411a4c03acea8d488b3.html [https://help.sap.com/docs/SAP_MASTER_DATA_INTEGRATION/c7713d6177ad479d9ea00958db9f2f81/69ae614272654411a4c03acea8d488b3.html]
- https://help.sap.com/docs/SAP_S4HANA_CLOUD/0f69f8fb28ac4bf48d2b57b9637e81fa/ada734c814a04d4fb4a7456eb93596fb.html [https://help.sap.com/docs/SAP_S4HANA_CLOUD/0f69f8fb28ac4bf48d2b57b9637e81fa/ada734c814a04d4fb4a7456eb93596fb.html]
- https://help.sap.com/docs/SAP_S4HANA_CLOUD/0f69f8fb28ac4bf48d2b57b9637e81fa/fbb01189cc394dc98bab956533de521e.html [https://help.sap.com/docs/SAP_S4HANA_CLOUD/0f69f8fb28ac4bf48d2b57b9637e81fa/fbb01189cc394dc98bab956533de521e.html]
- https://help.sap.com/docs/SAP_S4HANA_CLOUD/0f69f8fb28ac4bf48d2b57b9637e81fa/8188b5a105da4dce89b433a205472cb5.html [https://help.sap.com/docs/SAP_S4HANA_CLOUD/0f69f8fb28ac4bf48d2b57b9637e81fa/8188b5a105da4dce89b433a205472cb5.html]
- https://help.sap.com/docs/SAP_MASTER_DATA_INTEGRATION/8ce78b673ef04cc1bcfeb01c93ef7885/0b2825f28d9f43aba36fcdc3d63c55a2.html [https://help.sap.com/docs/SAP_MASTER_DATA_INTEGRATION/8ce78b673ef04cc1bcfeb01c93ef7885/0b2825f28d9f43aba36fcdc3d63c55a2.html]
- https://help.sap.com/docs/SAP_MASTER_DATA_INTEGRATION/8ce78b673ef04cc1bcfeb01c93ef7885/548ad301033d48b1adf68e609c3b7b8d.html [https://help.sap.com/docs/SAP_MASTER_DATA_INTEGRATION/8ce78b673ef04cc1bcfeb01c93ef7885/548ad301033d48b1adf68e609c3b7b8d.html]
- https://help.sap.com/docs/SAP_SUCCESSFACTORS_EMPLOYEE_CENTRAL_PAYROLL/185f14fbe60d4bbb8d7d5e4f8d89b24b/fc47929bbd804db79e7cf8477a5bb689.html?locale=en-US [https://help.sap.com/docs/SAP_SUCCESSFACTORS_EMPLOYEE_CENTRAL_PAYROLL/185f14fbe60d4bbb8d7d5e4f8d89b24b/fc47929bbd804db79e7cf8477a5bb689.html?locale=en-US]
- <https://help.sap.com/docs/master-data-integration/sap-master-data-integration-prod/configuring-businesssystemids-for-client-applications> [https://help.sap.com/docs/master-data-integration/sap-master-data-integration-prod/configuring-businesssystemids-for-client-applications]
- <https://help.sap.com/docs/master-data-integration/sap-master-data-integration-prod/configuring-writepermissions> [https://help.sap.com/docs/master-data-integration/sap-master-data-integration-prod/configuring-writepermissions]
- https://help.sap.com/docs/SAP_SUCCESSFACTORS_EMPLOYEE_CENTRAL_PAYROLL/185f14fbe60d4bbb8d7d5e4f8d89b24b/9a269573188d4ee19f123ea166756970.html?locale=en-US [https://help.sap.com/docs/SAP_SUCCESSFACTORS_EMPLOYEE_CENTRAL_PAYROLL/185f14fbe60d4bbb8d7d5e4f8d89b24b/9a269573188d4ee19f123ea166756970.html?locale=en-US]
- https://help.sap.com/docs/SAP_SUCCESSFACTORS_EMPLOYEE_CENTRAL_PAYROLL/185f14fbe60d4bbb8d7d5e4f8d89b24b/9a269573188d4ee19f123ea166756970.html?locale=en-US [https://help.sap.com/docs/SAP_SUCCESSFACTORS_EMPLOYEE_CENTRAL_PAYROLL/185f14fbe60d4bbb8d7d5e4f8d89b24b/9a269573188d4ee19f123ea166756970.html?locale=en-US]
- https://help.sap.com/docs/SAP_SUCCESSFACTORS_EMPLOYEE_CENTRAL_PAYROLL/185f14fbe60d4bbb8d7d5e4f8d89b24b/9a269573188d4ee19f123ea166756970.html?locale=en-US [https://help.sap.com/docs/SAP_SUCCESSFACTORS_EMPLOYEE_CENTRAL_PAYROLL/185f14fbe60d4bbb8d7d5e4f8d89b24b/9a269573188d4ee19f123ea166756970.html?locale=en-US]
- https://help.sap.com/docs/SAP_SUCCESSFACTORS_EMPLOYEE_CENTRAL_PAYROLL/185f14fbe60d4bbb8d7d5e4f8d89b24b/9a269573188d4ee19f123ea166756970.html?locale=en-US [https://help.sap.com/docs/SAP_SUCCESSFACTORS_EMPLOYEE_CENTRAL_PAYROLL/185f14fbe60d4bbb8d7d5e4f8d89b24b/9a269573188d4ee19f123ea166756970.html?locale=en-US]

Procedure

Follow these steps to set up the integration between SAP SuccessFactors Employee Central Payroll and SAP Master Data Integration. The steps are the same for all types of master data. However, in some steps, you must enter specific information depending on the master data that you want to replicate. For these steps the *Master Data-Specific Information Needed to Complete Step* column in the table below is highlighted. That master data-specific information is available in documents for the different types of master data that are listed in the Related Information section below.

❖ Example

If you want to replicate cost center master data, you need to check the chapter *Cost Center Replication* for the steps highlighted in the table. You can find the relevant link in the *Related Information* section below. You can find all available types of master data in the *Related Information* section below.

"A" Line - Setup on SAP Business Technology Platform

Steps	Where to Perform This Step	Master Data-Specific Information Needed to Complete Step	Where to Find How-To Information for Completing This Step
Assign global account and create entitlement	SAP Business Technology Platform	No, done once	<ul style="list-style-type: none">• Technical Prerequisites for SAP Master Data Integration.• Entitlement and Quotas for SAP Business Technology Platform.
Create a subaccount	SAP Business Technology Platform	No, done once for each landscape	Technical Prerequisites for SAP Master Data Integration.
Create a service instance and a service key	SAP Business Technology Platform	No, done once for each connected product	Connecting Applications via Service Instances for SAP Master Data Integration.

i Note

If you have already created an instance for the replication of one type of master data using SAP Master Data Integration, you **do not** need to set up additional instances for the replication of other types of master data. You can use the instance which already exists.

Steps	Where to Perform This Step	Master Data-Specific Information Needed to Complete Step	Where to Find How-To Information for Completing This Step
Configure a business system ID	SAP Business Technology Platform	No, done once for each connected product	Configuring businessSystems for Client Applications for SAP Master Data Integration
Configure write permissions	SAP Business Technology Platform	Yes, each relevant master data object type needs to be entered as an entity type in the <code>writePermissions</code> attribute.	Configuring writePermissions for SAP Master Data Integration

"B" Line - Setup on SAP S/4HANA Cloud

Steps	Where to Perform This Step	Master Data-Specific Information Needed to Complete Step	Where to Find How-To Information for Completing This Step
Create a communication arrangement for the replication of master data from SAP S/4HANA Cloud via the SAP Master Data Integration service	SAP S/4HANA Cloud	No, the same communication arrangement is used for all types of master data: <code>SAP_COM_0659</code>	Master Data Replication: Creation of Communication Arrangement SAP_COM_0659
<div> <div>i Note</div> <p>After a successful initial replication, when changing credentials used in communication arrangement <code>SAP_COM_0659</code>, please ensure that those credentials belong to the same SAP Master Data Integration service instance, as otherwise the replication may break.</p> </div>			
Create a communication arrangement for the connection to SAP Master Data Orchestration	SAP S/4HANA Cloud	No, the same communication arrangement is used for all types of master data: <code>SAP_COM_0594</code>	Master Data Replication: Creation of Communication Arrangement SAP_COM_0594

"C" Line - Configure SAP Master Data Orchestration

Steps	Where to Perform This Step	Master Data-Specific Information Needed to Complete Step	Where to Find How-To Information for Completing This Step
Set up the required destinations	SAP Business Technology Platform	No, done once for each connected product	Master Data Replication: Setup of Destinations for SAP_COM_0594
<div> <div>i Note</div> <div>A single destination needs to be set up for each unique system connection.</div> </div>			
Configure object ID behavior	SAP Business Technology Platform	Yes, see the master data-specific information for the data that needs to be entered to complete the step	Configure Object ID Behavior in SAP Master Data Orchestration
Create the required distribution models in SAP Master Data Orchestration	SAP Business Technology Platform	Yes, see the master data-specific information for the data that needs to be entered to complete the step	<ul style="list-style-type: none"> Subscription Process for SAP Master Data Orchestration Maintenance of the Distribution Model in SAP Master Data Orchestration

"D" Line - Setup in Sending System

Steps	Where to Perform This Step	Master Data-Specific Information Needed to Complete Step	Where to Find How-To Information for Completing This Step
Set up the integration with SAP Master Data Integration in the sending system	Sending product	Depends on the sending system	See the information specific to the type of master data under Master Data-specific Information [page 318]

"E" Line - Setup in SAP SuccessFactors Employee Central Payroll

Steps	Where to Perform This Step	Master Data-Specific Information Needed to Complete Step	Where to Find How-To Information for Completing This Step
Setting Up Employee Central Payroll Destination for OAuth Authentication	SAP SuccessFactors Employee Central Payroll	No, done once for each connected product	Setting Up Employee Central Payroll Destination for OAuth Authentication [page 316]

Steps	Where to Perform This Step	Master Data-Specific Information Needed to Complete Step	Where to Find How-To Information for Completing This Step
Set up the Employee Central Payroll destination to SAP Master Data Integration	SAP SuccessFactors Employee Central Payroll	Yes, see the master data-specific information for the data that needs to be entered to complete the step	See the information specific to the type of master data under Master Data-specific Information [page 318]
Maintain the Employee Central Payroll HTTP destination for master data replication	SAP SuccessFactors Employee Central Payroll	Yes, see the master data-specific information for the data that needs to be entered to complete the step	See the information specific to the type of master data under Master Data-specific Information [page 318]
Schedule the Employee Central Payroll master data replication	SAP SuccessFactors Employee Central Payroll	Yes, see the master data-specific information for the data that needs to be entered to complete the step	See the information specific to the type of master data under Master Data-specific Information [page 318]

"F" Line - Monitoring in SAP SuccessFactors Employee Central Payroll

Steps	Where to Perform This Step	Master Data-Specific Information Needed to Complete Step	Where to Find How-To Information for Completing This Step
Review Employee Central Payroll Logs for replication of master data	SAP SuccessFactors Employee Central Payroll	Yes, see the master data-specific information for the data that needs to be entered to complete the step	See the information specific to the type of master data under Master Data-specific Information [page 318]

Related Information

[Cost Center Replication \[page 319\]](#)

14.2 Setting Up Employee Central Payroll Destination for OAuth Authentication

An HTTP destination is created in Employee Central Payroll that is used for the system authentication during the replication process. You can create this in two ways; by using Client ID/Client Secret or by using certificates.

Prerequisites

OAuth authentication information (also known as service key) from SAP Master Data Integration is available to you. This service key JSON file contains the OAuth authentication URL. This URL is used in setting up the destination

for OAuth Authentication. For additional information on creating and retrieving service key information, refer to [Onboarding Clients](#).

Procedure

1. Log on to Employee Central Payroll.
2. Enter transaction **SM59**.

The *Configuration of HTTP Destinations* view is shown.

3. Choose the *Create* icon.

The *Create Destination* dialog box is shown.

4. Enter a meaningful technical name in the *Destination* field.

Note

The technical name should not contain spaces. Make sure you do not enter any spaces in the technical name.

5. Select *HTTP Connections to External Server* and enter.
6. Enter a meaningful description in the *Description* field.
7. Choose the *Technical Settings* tab.
8. On *Target System Settings*, enter the following:

Field Name	Entry
Host	Host name of the authentication URL from MDI service keys JSON without HTTP or HTTPS ❖ Example Sample authentication URL format when using client ID and secret is <code>*.authentication.sap.hana.ondemand.com</code> Sample authentication URL when using client certificate is <code>*.authentication.cert.sap.hana.ondemand.com</code>
Path Prefix	Path prefix, for example, <code>/oauth/token</code> .

9. Choose the *Logon & Security* tab.
10. Under *Logon with User*, select the *Basic Authentication* radio button.
11. Enter the following:
 - When using client ID and client secret

Field Name	Entry
<i>User</i>	<client ID from MDI service keys JSON>
<i>Password</i>	<client secret from MDI service keys JSON>

- When using certificates

Field Name	Entry
<i>User</i>	<client ID from MDI service keys JSON>
► <i>Security Options</i> ► <i>SSL</i> ►	Active
► <i>Security Options</i> ► <i>SSL Certificate</i> ►	Pick the folder from Cert. List where which your X509 client certificate is available. For more information about client certificates, refer to X.509 Client Certificates in Employee Central Payroll .

i Note

When using certificates, leave the password field blank.

12. [Save](#) your settings.

i Note

If the connection test fails, you can ignore.

14.3 Master Data-specific Information

Find the master data-specific information that needs to be entered to complete certain setup steps from SAP Master Data Integration to Employee Central Payroll.

Related Information

[Cost Center Replication](#)

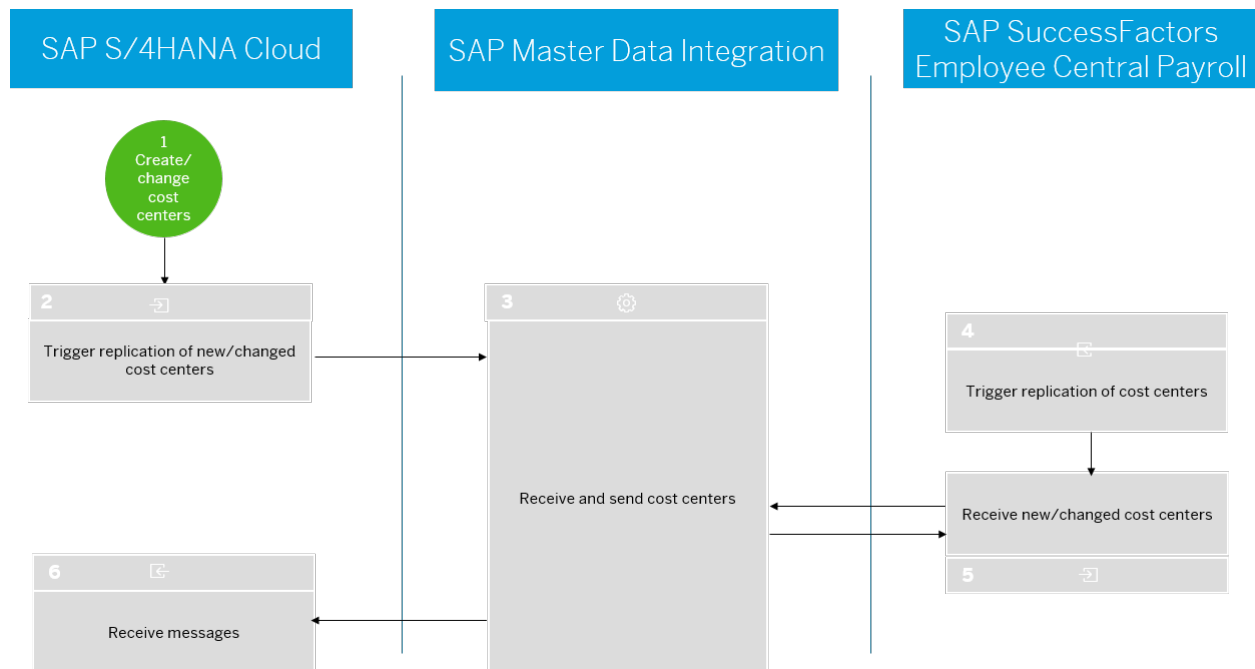
14.3.1 Cost Center Replication

Find out what you have to do to connect a SAP S/4HANA Cloud system to another system, for example, Employee Central Payroll for replication of cost center master data using the SAP Master Data Integration service running on the SAP Business Technology Platform.

Purpose

With this integration scenario you can create, update, and delete cost centers in SAP S/4HANA Cloud and have them transferred to Employee Central Payroll by ongoing replication. The cost center master data is continuously replicated to Employee Central Payroll using the SAP Master Data Integration service that runs on the SAP Business Technology Platform. In the SAP S/4HANA Cloud system, the replication to the SAP Master Data Integration service on the SAP Business Technology Platform is triggered automatically after cost centers are newly created, changed, or deleted. In Employee Central Payroll, a scheduled batch job fetches the cost center master data from the SAP Master Data Integration service on the SAP Business Technology Platform, and the cost center master data is then updated in Employee Central Payroll.

Below you can see a graphical representation of the ongoing replication of cost center master data from SAP S/4HANA Cloud to Employee Central Payroll using the SAP Master Data Integration service:



14.3.1.1 Cost Center Replication: Setup Instructions

Here you get the instructions specific to cost centers that you need to follow when connecting Employee Central Payroll and SAP Master Data Integration for cost center replication.

Check below to see in which steps you need to enter information that is specific to cost centers. For information about the generic steps, see [Master Data Replication: Setup Instructions for SAP SuccessFactors Employee Central Payroll \[page 311\]](#)

Step	Do I need to enter cost center-specific information to complete step?
Assign global account and create entitlement	No, done in the generic setup. Valid for all types of master data.
Create a subaccount	No, done in the generic setup. Valid for all types of master data.
Create a service instance and a service key	No, done in the generic setup. Valid for all types of master data.
<div>i Note If you have already created an instance for the replication of one type of master data using SAP Master Data Integration service, you do not need to set up additional instances for the replication of other master data objects. You can use the instance which already exists.</div>	
Create a communication system to connect to the SAP Business Technology Platform	No, done in the generic setup. Valid for all types of master data.
<div>i Note If you have already created a communication system for another integration scenario which uses the SAP Master Data Integration service, you do not need to set up a communication system again for the replication of other master data objects. You can use the communication system, which you have already set up. If you are using the same service key for the different integration scenarios which are using SAP Master Data Integration, you can share the same communication system.</div>	
Set up the MDI integration in the sending product	SAP S/4HANA Cloud is the sending system. For information about cost center-specific information, see Cost Center Replication: Setup Instructions .
Create a distribution model for the consuming system; e.g. Employee Central Payroll, SAP Ariba, etc.	Yes, enter the parameters explained here: Cost Center Replication: Enablement of SAP Master Data Orchestration - Consumer Setup

Step	Do I need to enter cost center-specific information to complete step?
Create a distribution model for SAP S/4HANA Cloud as the cost center provider	Yes, enter the parameters explained here: Cost Center Replication: Enablement of SAP Master Data Orchestration - SAP S/4HANA Cloud as Provider
Set up the Employee Central Payroll destination for OAuth Authentication	No, done in the generic setup. Valid for all types of master data.
Set up the Employee Central Payroll Destination to SAP Master Data Integration	Yes, enter the destination explained here: Setting Up Employee Central Payroll Destination To SAP Master Data Integration [page 321]
Maintain the Employee Central Payroll HTTP destination for master data replication	Yes, enter the HTTP destination explained here: Maintaining Employee Central Payroll HTTP Destination for Cost Center Replication [page 322]
Schedule the Employee Central Payroll master data replication	Yes, execute the report explained here: Scheduling Cost Center Replication [page 323]
Review Employee Central Payroll Logs for replication of master data	Yes, enter the external ID explained here: Reviewing Employee Central Payroll Logs for Replication of Cost Center [page 324]

14.3.1.1.1 Setting Up Employee Central Payroll Destination To SAP Master Data Integration

Add the necessary HTTP destination for connecting Employee Central Payroll to SAP Master Data Integration to replicate cost centers.

Prerequisites

OAuth authentication information (also known as service key) from SAP Master Data Integration is available to you. This service key JSON file contains the OAuth authentication URL. This URL is used in setting up the destination for OAuth Authentication. For additional information on creating and retrieving service key information, refer to [Onboarding Clients](#).

You've configured the OAuth authentication of the other HTTP destination for the Employee Central Payroll system.

Procedure

1. Log on to the Employee Central Payroll system.
2. Enter transaction **SM59**

The [Configuration of HTTP destinations](#) view is shown.

3. Choose the [Create](#) icon.

The [Create Destination](#) dialog box is shown.

4. Enter a meaningful technical name in the [Destination](#) field.

i Note

The technical name should not contain spaces. Make sure you do not enter any spaces in the technical name.

5. Select [HTTP Connections to External Server](#) and enter.

A details view is shown.

6. Enter a meaningful description in the [Description](#) field.
7. Choose the [Technical Settings](#) tab.
8. For [Target System Settings](#), enter the following:

Field Name	Entry
Host	<host name> of the SAP Master Data Integration from service keys JSON without HTTP or HTTPS
Path Prefix	<your path prefix> The complete path prefix excluding the entity name. For example, if <code>https://one-mds.XXX.ondemand.com/v0/log/sap.odm.finance.CostCenters</code> is the URL, then path prefix would be <code>/v0/log</code> .

9. Choose [Save](#).

14.3.1.1.2 Maintaining Employee Central Payroll HTTP Destination for Cost Center Replication

Configure the two HTTP destination details for cost center replication.

Prerequisites

You've created the two HTTP destinations for Employee Central Payroll.

Context

The replication program uses both of the previously created HTTP destinations to provide the designed object type of the master data during the replication run.

Procedure

1. Log on to the Employee Central Payroll system.
2. Enter transaction **SM30**.

The *Edit Table Views: Initial View* is shown.

3. On the *Table/View* field, enter **T77SFEC_MDI_CONF**
4. Choose *Maintain*.

The *Change View: "Configure HTTP connections for MDI integration"* view is shown.

5. Choose *New Entries*.
6. Enter the following:

Field Name	Entry
OAuth HTTP Destination to MDI	<HTTP destination name you created for OAuth from a previous procedure.>
MDI HTTP Destination	<HTTP destination name created for the MDI connection, which you previously created >
Object Type	Select <i>Cost Center</i> from the dropdown list.

7. Choose *Save*.

14.3.1.1.3 Scheduling Cost Center Replication

Set up a schedule to ensure that cost center from SAP Master Data Integration is regularly updated to Employee Central Payroll.

Prerequisites

You've created and maintained the Employee Central Payroll HTTP destinations used for the replication of Master Data from SAP Master Data Integration.

Context

Schedule replication runs to align Employee Central Payroll and SAP Master Data Integration. There are different reports to schedule, depending on what master data you're replicating. Create a schedule for replication runs with a frequency that suits your needs.

Procedure

1. Log on to Employee Central Payroll.
2. Enter transaction **SM36**.
3. Schedule a job for the RP_HRSFEC_MDI_COSTCENTER_REPL report.

Related Information

[Scheduling Background Jobs](#)

14.3.1.1.4 Reviewing Employee Central Payroll Logs for Replication of Cost Center

The logs created during replication provide important information about cost center changes to Employee Central Payroll.

Prerequisites

You've created and maintained the Employee Central Payroll HTTP destinations used for SAP Master Data Integration. The HTTP destinations are maintained for replicating master data. A replication of master data has been run.

Context

When a replication from SAP Master Data Integration to Employee Central Payroll occurs, a log of the operation is created. The following allows you to review the logs in Employee Central Payroll.

Procedure

1. Log on to the Employee Central Payroll system.
2. Enter transaction **SLG1**.

The *Analyze Application Log* view is shown.

3. Enter the following:

Field Name	Entry
Object	HRSFEC
Subobject	MASTER_DATA_MDI
External ID	COSTCENTER

4. Choose [Execute](#).

If an error like *Error sent delta token was too old, initial load needed to retrieve states* is raised in SLG1 during the Master Data Integration replication, execute the *Utility report to update delta tokens for MDI integration objects* (RP_HRSFEC_MDI_UPDATE_DTOKEN). With this report, you can clear delta token so that the initial load is triggered in the next replication.

Results

A log table view is shown. Master data changes are shown with any errors or warnings that occurred during processing.

14.3.1.2 Business Integration

For the business integration, you replicate the cost center master data from SAP S/4HANA Cloud to Employee Central Payroll using the SAP Master Data Integration service.

Prerequisites

You have set up the integration scenario for cost center replication with the SAP Master Data Integration service and have performed all the steps described in Cost Center Replication: Setup Instructions. You've scheduled the replication report for cost center replication.

Procedure

1. Log on to the Employee Central Payroll system.
2. Check whether the replicated cost center data is available in table CSKS .

Results

Cost centers data from SAP S/4HANA Cloud is replicated to Employee Central Payroll.

14.3.2 Public Sector Management Data Replication

Find out what you have to do to connect a SAP S/4HANA Cloud system to another system. for example, Employee Central Payroll for replication of Public Sector Management master data using the SAP Master Data Integration service running on the SAP Business Technology Platform.

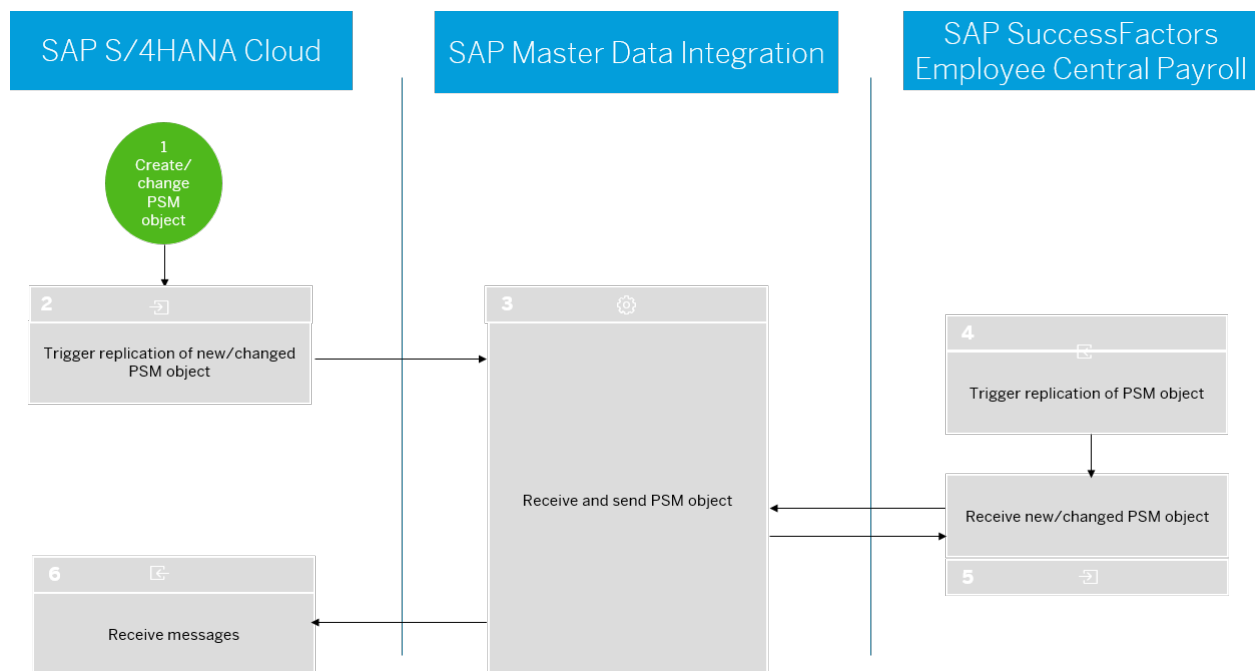
Purpose

With this integration scenario you can create, update, and delete Public Sector Management (PSM) master data such as funds, grants, budget period, and functional area in SAP S/4HANA Cloud and have them transferred to Employee Central Payroll by ongoing replication. The PSM master data is continuously replicated to Employee Central Payroll by using the SAP Master Data Integration service which runs on the SAP Business Technology Platform.

In the SAP S/4HANA Cloud system, the replication to the SAP Master Data Integration service on the SAP Business Technology Platform is triggered automatically after PSM data is newly created, changed, or deleted if the automatic replication is enabled for the corresponding PSM cost objects.

In Employee Central Payroll a scheduled batch job fetches the PSM master data from the SAP Master Data Integration service on the SAP Business Technology Platform and the PSM master data is then updated in Employee Central Payroll .

Below you can see a graphical representation of the ongoing replication of PSM master data from SAP S/4HANA Cloud system to Employee Central Payroll via the SAP Master Data Integration service:



14.3.2.1 Public Sector Management Data Replication: Setup Instructions

Here you get the instructions specific to Public Sector Management data that you need to follow when connecting Employee Central Payroll and SAP Master Data Integration for cost center replication.

Check below to see in which steps you need to enter information that is specific to Public Sector Management Data like funds, grants, budget period, and functional area. For information about the generic steps, see [Master Data Replication: Setup Instructions for SAP SuccessFactors Employee Central Payroll \[page 311\]](#)

Step	Do I need to enter cost center-specific information to complete step?
Assign global account and create entitlement.	No, done in the generic setup. Valid for all types of master data.
Create a subaccount.	No, done in the generic setup. Valid for all types of master data.
Create a service instance and a service key.	No, done in the generic setup. Valid for all types of master data.
<div> <p>i Note</p> <p>If you've already created an instance for the replication of one type of master data using SAP Master Data Integration service, you do not need to set up additional instances for the replication of other master data objects. You can use the instance which already exists.</p> </div>	
Create a communication system to connect to the SAP Business Technology Platform.	No, done in the generic setup. Valid for all types of master data.
<div> <p>i Note</p> <p>If you have already created a communication system for another integration scenario which uses the SAP Master Data Integration service, you do not need to set up a communication system again for the replication of other master data objects. You can use the communication system, which you have already set up.</p> <p>If you are using the same service key for the different integration scenarios which are using SAP Master Data Integration, you can share the same communication system.</p> </div>	
Set up the MDI integration in the sending product	SAP S/4HANA Cloud is the sending system. For more information, see Public Sector Management Data Replication: Setup Instructions
Set up the Employee Central Payroll destination for OAuth Authentication	No, done in the generic setup. Valid for all types of master data.

Step	Do I need to enter cost center-specific information to complete step?
Set up the Employee Central Payroll destination to SAP Master Data Integration	Yes, enter the destination explained here: Setting Up Employee Central Payroll Destination To SAP Master Data Integration [page 328]
Maintain the Employee Central Payroll HTTP destination for master data replication.	Yes, enter the HTTP destination explained here: Maintaining Employee Central Payroll HTTP Destination for Public Sector Management Data Replication [page 329]
Schedule the Employee Central Payroll master data replication.	Yes, execute the report explained here: Scheduling Public Sector Management Data Replication [page 330]
Review Employee Central Payroll Logs for replication of master data	Yes, enter the external ID explained here: Reviewing Employee Central Payroll Logs for Replication of Public Sector Management Data [page 331]

14.3.2.1.1 Setting Up Employee Central Payroll Destination To SAP Master Data Integration

Add the necessary HTTP destination for connecting Employee Central Payroll to SAP Master Data Integration to replicate Public Sector Management data.

Prerequisites

OAuth authentication information (also known as service key) from SAP Master Data Integration is available to you. This service key JSON file contains the OAuth authentication URL. This URL is used in setting up the destination for OAuth Authentication. For additional information on creating and retrieving service key information, refer to [Onboarding Clients](#).

You've configured the OAuth authentication of the other HTTP destination for the Employee Central Payroll system.

Procedure

1. Log on to the Employee Central Payroll system.
2. Enter transaction **SM59**
The *Configuration of HTTP destinations* view is shown.
3. Choose the *Create* icon.
The *Create Destination* dialog box is shown.
4. Enter a meaningful technical name in the *Destination* field.

i Note

The technical name should not contain spaces. Make sure you do not enter any spaces in the technical name.

5. Select *HTTP Connections to External Server* and enter.

A details view is shown.

6. Enter a meaningful description in the *Description* field.
7. Choose the *Technical Settings* tab.
8. For *Target System Settings*, enter the following:

Field Name	Entry
Host	<host name> of the SAP Master Data Integration from service keys JSON without HTTP or HTTPS
Path Prefix	<your path prefix> The complete path prefix excluding the entity name. For example, if <code>https://one-mds.XXX.ondemand.com/v0/log/sap.odm.finance.Funds</code> is the URL, then path prefix would be <code>/v0/log</code> .

9. Choose *Save*.

14.3.2.1.2 Maintaining Employee Central Payroll HTTP Destination for Public Sector Management Data Replication

Configure the two HTTP destination details for PSM data replication.

Prerequisites

You've created the two HTTP destinations for Employee Central Payroll.

Context

The replication program uses both of the previously created HTTP destinations to provide the designed object type of the master data during the replication run.

Procedure

1. Log on to the Employee Central Payroll system.
2. Enter transaction **SM30**.

The *Edit Table Views: Initial View* is shown.

3. On the *Table/View* field, enter **T77SFEC_MDI_CONF**
4. Choose *Maintain*.

The *Change View: "Configure HTTP connections for MDI integration"* view is shown.

5. Choose *New Entries*.
6. Enter the following:

Field Name	Entry
OAuth HTTP Destination to MDI	<HTTP destination name you created for OAuth from a previous procedure.>
MDI HTTP Destination	<HTTP destination name created for the MDI connection, which you previously created >
Object Type	Either select <i>All objects</i> or select from the listed type of objects.

Note

The supported PSM objects are fund, grants, budget period, and functional area.

7. Choose *Save*.

14.3.2.1.3 Scheduling Public Sector Management Data Replication

Set up a schedule to ensure that Public Sector Management data from SAP Master Data Integration is regularly updated to Employee Central Payroll.

Prerequisites

You've created and maintained the Employee Central Payroll HTTP destinations used for the replication of Master Data from SAP Master Data Integration.

Context

Schedule replication runs to align Employee Central Payroll and SAP Master Data Integration. There are different reports to schedule, depending on what master data you're replicating. Create a schedule for replication runs with a frequency that suits your needs.

Procedure

1. Log on to the Employee Central Payroll system.
2. Enter transaction **SM36**.
3. Schedule a job for the `RP_HRSFEC_MDI_PSM_COSTOBJ_REPL` report to replicate Public Sector Management objects like funds, grants, budget period, and functional area.

Related Information

[Scheduling Background Jobs](#)

14.3.2.1.4 Reviewing Employee Central Payroll Logs for Replication of Public Sector Management Data

The logs created during replication provide important information about Master Data changes to Employee Central Payroll.

Prerequisites

You've created and maintained the Employee Central Payroll HTTP destinations used for SAP Master Data Integration. The HTTP destinations are maintained for replicating master data. A replication of master data has been run.

Context

When a replication from SAP Master Data Integration to Employee Central Payroll occurs, a log of the operation is created. The following allows you to review the logs in Employee Central Payroll.

Procedure

1. Log on to Employee Central Payroll
2. Enter transaction **SLG1**.

The *Analyze Application Log* view is shown.

3. Enter the following:

Field Name	Entry
Object	HRSFEC
Subobject	MASTER_DATA_MDI
External ID	BUDGET_PERIOD, FUNCTIONAL_AREA, FUND, and GRANT

4. Choose *Execute*.

If an error like *Error sent delta token was too old, initial load needed to retrieve states* is raised in SLG1 during the Master Data Integration replication, execute the *Utility report to update delta tokens for MDI integration objects* (RP_HRSFEC_MDI_UPDATE_DTOKEN). With this report, you can clear delta token so that the initial load is triggered in the next replication.

Results

A log table view is shown. Master data changes are shown with any errors or warnings that occurred during processing.

14.3.2.2 Business Integration

For the business integration, you replicate PSM data from SAP S/4HANA Cloud to Employee Central Payroll using the SAP Master Data Integration service.

Prerequisites

You have set up the integration scenario for Public Sector Management data replication with the SAP Master Data Integration service and have performed all the steps described in Public Sector Management Data Replication: Setup Instructions. You've scheduled the replication report for PSM data replication.

Procedure

1. Log on to the Employee Central Payroll system.

2. Check whether the following replicated PSM data is available in the corresponding table:

PSM Data	Table in Employee Central Payroll
Budget Period	FMBUDGETPD
Fund	FMFINT
Functional area	TFKB
Grant	GMGR

Results

Public Sector Management data from SAP S/4HANA Cloud is replicated to Employee Central Payroll.

15 Replicating Public Sector Management Cost Object Assignment from Employee Central

Make some important initial settings before replicating Public Sector Management Cost Object Assignment to Employee Central Payroll.

Context

Employee Central Payroll has been enhanced to receive Public Sector Cost objects such as funds, grants, functional area and budget period from the SAP Master Data Integration service, and replicate employee master data assigned to Public Sector cost objects from Employee Central.

Prerequisites

Before using Funds and Grants in Employee Central Payroll, check the following requirements:

1. `EmpCostAssignment` is included in the allowlist of the Employee Central Compound Employee API. For more information, refer to [Employee Cost Assignment](#).
2. All required settings are done in Employee Central. For more information, refer to [Integrating SAP SuccessFactors Employee Central with SAP Public Sector Management Funds and Grants Management](#).
3. Make sure that you've activated the following business functions in your Employee Central Payroll system:

Name of the Business Function	Description
EA-PS	Public Services
PSM_PPS_INTEGRATION	Additional Functions in SAP PPS
PSM_GEN_BUDPER_1 PSM	Budget Period

15.1 Enabling the Replication of Funds and Grants to Infotypes 0001 and 0027

See how to enable the replication of Funds and Grants from Employee Central to Employee Central Payroll.

Prerequisites

Make sure that you've made all required settings as described in the *Replication of Public Sector Management Cost Object Assignment* documentation.

Procedure

1. In the Employee Central Payroll system, go to the T77S0 table by specifying transaction SM30.
2. Select *Position* then enter *SFEC* in the *Group Name* field and *PSCO* in the *Semantic abbr.* field.
3. Activate the switch by selecting *X* from the dropdown list of the *Value abbr.* field.
4. Save your settings.

15.2 Job Information - Organizational Assignment (Infotype 0001) Public Sector

Here you find an overview of specific fields for Public Sector. These fields allow you to map Employee Cost Assignment items with the flag Default Assignment to fields of the *Organizational Assignment* (0001) infotype for Public Sector.

Job Information - Infotype 0001

Employee Central Payroll					Employee Central	
IT0001 Target	Mandatory?	Data Type for code value mapping	Default-Mapping Mode	Is Code Value Mapping country/region-specific?	Field ID	Field Label
KOSTL	Depends on the settings made in Public Sector	For more information, see <i>Mapping Cost Center Keys</i> .	Yes	-	COSTCENTER	Cost Center
n/a	Depends on the settings made in Public Sector	No	No	-	PERCENTAGE	Percentage
n/a	Depends on the settings made in Public Sector	No	No	-	DEFAULTASSIGNMENT = yes/true	Default Assignment
GEBER	Depends on the settings made in Public Sector	No	Yes	-	FUND	Fund
FISTL	Depends on the settings made in Public Sector	No	Yes	-	fund_center	Fund Center
GRANT_NBR	Depends on the settings made in Public Sector	No	Yes	-	GRANT	Grant
BUDGET_PD	Depends on the settings made in Public Sector	No	Yes	-	BUDGETPERIOD	Budget Period
FKBER	Depends on the settings made in Public Sector	No	Yes	-	FUNCTIONALAREA	Functional Area
Not supported because there's no target field	Depends on the settings made in Public Sector	n/a	n/a	-	WBSELEMENT	WBS element
Not supported because there's no target field	Depends on the settings made in Public Sector	n/a	n/a	-	INTERNALORDER	Internal Order

Related Information

[Mapping Cost Center Keys \[page 260\]](#)

[Public Sector Management Data Replication \[page 326\]](#)

15.3 Cost Distribution - Infotype 0027 Public Sector

Employee cost assignments that aren't marked as primary and with a percentage higher than 0 are replicated to infotype 0027.

Cost Distribution (Infotype 0027)

Employee Central Payroll					Employee Central	
IT0027 Target	Mandatory?	Data Type for code value mapping	Default-Mapping Mode	Is Code Value Mapping country/region-specific?	Field ID	Field Label
KST#	Depends on the settings made in Public Sector		For more information, see <i>Mapping Cost Center Keys</i> .	-	COSTCENTER	Cost Center
KPR#	Depends on the settings made in Public Sector	-	-	-	PERCENTAGE	Percentage Note that this field is mandatory.
n/a	-	-	-	-	DEFAULTASSIGNMENT=no/false	Default Assignment
FCD#	Depends on the settings made in Public Sector	-	-	-	FUND	Fund
GRANT#	Depends on the settings made in Public Sector	-	-	-	GRANT	Grant
BUDGET_PD#	Depends on the settings made in Public Sector	-	-	-	BUDGTPERIOD	Budget Period
FKBER#	Depends on the settings made in Public Sector	-	-	-	FUNCTIONALAREA	Functional Area
FCT#	Depends on the settings made in Public Sector	-	-	-	FUNDCENTER	Fund Center

IT0027 Target	Mandatory?	Data Type for code value mapping	Default-Mapping Mode	Is Code Value Mapping country/region-specific?	Field ID	Field Label
PSP#: Use Basic Extensibility	Depends on the settings made in Public Sector	-	-	-	WORKBREAK-DOWNSTRUCTURE	WBS Element
Note The field WBSELEMENT is replicated to PSP field of Employee Central Payroll system as part of standard replication also.						
AUF#: Use Basic Extensibility.	Depends on the settings made in Public Sector	-	-	-	INTERNALORDER	Internal Order

Legend

#: A number that depends on the line of the cost assignment object item. Note that the maximum number of cost center items is 12.

Basic Extensibility

To enable the replication of Employee Central custom fields like *WBS Element* and *Internal Order* to infotype 0027, you can use basic extensibility. The following table shows the settings in Customizing for [Personnel Management](#) > [Integration Settings for SuccessFactors Employee Central Payroll](#) > [Extensibility](#) > [Define Extensibility of Field Assignment](#) (V_HRSFEC_EXTMAP):

Employee Central Node Name	Employee Central Element Name	Infotype	Field Name	Data Type in Employee Central Payroll
EmpCostAssignmentItem	cust_string1	0027	AUF	
EmpCostAssignmentItem	cust_string2	0027	PSP	

Example

If you want to use the *Employee Cost Assignment* block to distribute costs for an employee, do the following:

In Employee Central, go to ► *People Profile* ► *Actions* ► *Employee Cost Assignment* ► to assign this payment to *WBS Element*. When you run the replication to Employee Central Payroll, a new record is created in the *Cost Distribution* (0027) infotype.

Related Information

[Mapping Cost Center Keys \[page 260\]](#)

[Master Data Replication Using SAP Master Data Integration \[page 310\]](#)

15.4 Replicating Non-Recurring Pay Components with Public Sector Objects from Employee Central

You can select funds, grants, functional areas, and budget periods in the *One-time payment* block of Employee Central, and replicate this data to fields of infotypes *Additional Payments* (0015) and *Additional off-cycle Payments* (0267). You can select *WBS Element* in the *One-time payment* block of Employee Central, and replicate this data to fields of infotypes *Additional Payments* (0015).

Context

You want to pay a one-time Spot Bonus to a public sector employee:

1. In Employee Central, go to ► *People Profile* ► *Actions* ► *One Time Payment* ► to assign this payment to a *Budget Period*. When you run the replication to Employee Central Payroll, a new record is created in the *Additional Payments* (0015) infotype for the personnel number of your employee.
2. You've defined a pay component that is linked to an off-cycle payment and added a payment such as a spot bonus. The replication to Employee Central Payroll creates a new *Additional off-cycle Payments* (0267) infotype record based on the configuration of your wage type.

! Restriction

Replicating public sector-specific data from the Employee Central *Deductions* block isn't supported.

Mapping of Public Sector Fields to Infotypes Additional Payments (0015) and Additional Off-Cycle Payments (0267)

The following public sector fields are mapped to the following fields in Employee Central Payroll. Here is a simplified view on the mapping:

Simplified View on the Mapping

Employee Central Field - Alternative cost center	Employee Central - KOSTL*: This information is stored in table ASSOB.
fund	GEBR
grant	GRANT_NBR
budget_period	BUDGET_PD
functional_area	FKBER
fund_center	FISTL
wbs-element	POSNR

Note

The *wbs-element* field is only replicated to Infotype *Additional Payments* (0015) in Employee Central Payroll.

For more information about the whole mapping of non-recurring pay component to the corresponding fields of these infotypes, refer to [Pay Component Non-Recurring - Infotype 0015](#) and [Additional off-cycle Payments - Infotype 0267](#).

Example

If you want to make one-time Spot Bonus payment to a public sector employee, do the following:

In Employee Central, go to **People Profile** > **Actions** > **One Time Payment** to assign this payment to *WBS Element*. When you run the replication to Employee Central Payroll, a new record is created in the *Additional Payments* (0015) infotype for the personnel number of your employee.

16 Setting Up and Using Payroll Control Center

The following sections describe what the Payroll Control Center is, how to implement it, and how to use it to manage your payroll process.

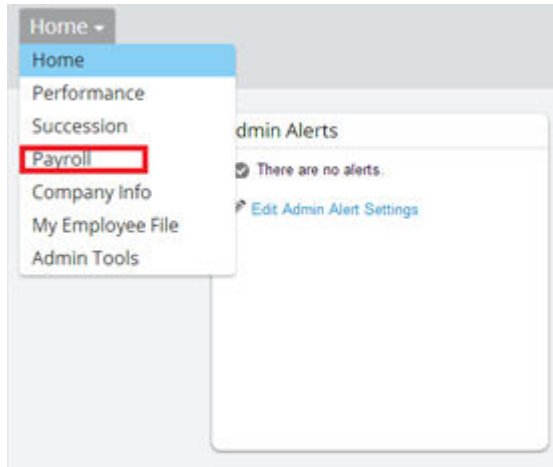
To implement Payroll Control Center in Employee Central Payroll, you need to do the following:

1. Set up Payroll Control Center in Employee Central Payroll.
2. Integrate Payroll Control Center in Employee Central.

As a result, companies can start using Payroll Control Center to manage their payroll processes.

What Is Payroll Control Center?

Payroll Control Center is a suite of intuitive applications that enable companies to control the complete payroll process and produce high-quality results quickly and efficiently. By streamlining the payroll process and facilitating team interaction, Payroll Control Center helps companies to manage the whole payroll process on time and with good quality.



Typically, Payroll Control Center enables companies to do the following:

- Validate employees' master data and payroll results against your own company policies before payroll run
- Automatically distribute detected issues (also called alerts) to corresponding teams of payroll administrators for processing
- Solve the issues, for example, by applying predefined solutions
- Monitor the statistics of issues and key performance indicators over time
- Complete payroll on time, with ease and quality

Prerequisites

Make sure that the [Enable Payroll Control Center](#) checkbox is selected in Provisioning. If you are an existing customer of Payroll Control Center, this Provisioning option is already selected.

→ Remember

As a customer, you don't have access to Provisioning. To complete tasks in Provisioning, contact your implementation partner or Account Executive. For any non-implementation tasks, contact Product Support.

[Concepts \[page 342\]](#)

Get familiar with a few important concepts before you set up or use Payroll Control Center.

[Implement Payroll Control Center \[page 385\]](#)

Learn about the options you have for implementing Payroll Control Center.

[Integrate Payroll Control Center in Employee Central \[page 755\]](#)

A high-level process flow for integrating the Payroll Control Center in Employee Central.

[Use Payroll Control Center \[page 761\]](#)

Payroll Control Center enables you to verify the data quality when there's a change to employee data. Such a "change event" can happen through an HR person changing master data or data is being imported through some other programs. Whenever employee data is changed, Payroll Control Center finds out that a change has happened and validates the change against the policy for exactly those employees.

Related Information

[Provisioning for Employee Central Payroll \[page 21\]](#)

[Use Payroll Control Center \[page 345\]](#)

16.1 Concepts

Get familiar with a few important concepts before you set up or use Payroll Control Center.

16.1.1 Terminology in Payroll Control Center

The following list provides definitions of terms that are used within the Payroll Control Center:

Term	Definition	Example
Alert entity	A result parameter type for which alerts are given based on check results from validation rules. Previously called alert type.	A typical alert entity in Payroll Control Center is PERNR (Personnel Number). That is, the validation rule gives an alert for each personnel number whose master data or payroll data is non-compliant.
Analytics	A set of analytics charts grouped according to your needs. Analytics helps you to have statistical overview of the master data and payroll data changes over time.	Analytics for master data changes, analytics for social insurance.
Analytics chart	A chart that provides analytical statistics about a type of master data and payroll data changes over time. This term is used in Configuration Workbench. The counterpart in Manage Configuration is called "KPI".	Comparison of the number of employees that had organizational change in this period and the last period; growth rate of active employees in this period as compared to the last period
Analytics designer type	Collects the relevant technical context (such as category, entity type, dimensions, and results) for defining root cause analysis and KPI details. i Note The analytics designer type is relevant only when KPIs are created in Manage Configuration with the Payroll Control Center: Manage Configuration (Validation Rules and KPIs) (HCM_LOC_CI_109) business function.	Analytics designer type that provides technical context for root cause analysis about alerts raised by the validation rule "Salary Increase Exceeds 40%" Analytics designer type that provides technical context for KPI details about the KPI "Total Gross Salary of the Company Per Payroll Period"
Analytics designer	An object in Manage Configuration that uses the technical context provided by an analytics designer to define root cause analysis or KPI details.	Root cause analysis about alerts raised by the validation rule "Salary Increase Exceeds 40%" KPI details about the KPI "Total Gross Salary of the Company Per Payroll Period"

Term	Definition	Example
KPI	<p>Synonym of analytics chart. Short for Key Performance Indicator.</p> <p>Different from analytics charts created in Configuration Workbench, KPIs are analytics charts created based on KPI types using Manage Configuration.</p> <div> <p>i Note</p> <p>A validation rule type is relevant only when validation rules are created in Manage Configuration with the <i>Payroll Control Center: Manage Configuration (Validation Rules and KPIs)</i> (HCM_LOC_CI_109) business function.</p> </div>	KPI for master data changes, KPI for social insurance.
KPI type	<p>Collects the relevant technical context (such as the run time class with all supported variables) for defining a KPI.</p> <div> <p>i Note</p> <p>A KPI type is relevant only when KPIs are created in Manage Configuration with the <i>Payroll Control Center: Manage Configuration (Validation Rules and KPIs)</i> (HCM_LOC_CI_109) business function.</p> </div>	<p>KPI type for payroll result</p> <p>KPI type for employees' master data</p>
Payroll process	The sequence of all steps that are required to execute payroll and all related activities (for example, legal reporting) for a specific entity.	Typical examples for steps included in a payroll process are data validation, running payroll, issuing the remuneration statement, transferring data to Accounting, and so on.
Policy	A set of validation rules grouped according to your needs. A policy helps you to achieve payroll compliance.	Policy for tax payroll checks, Policy for master data checks.
Policy type	<p>Collects the relevant technical context (such as selection type and country/region) for defining a policy.</p> <div> <p>i Note</p> <p>A policy type is relevant only when policies are created in Manage Policies with the Simplified Configuration (HCM_LOC_CI_92) business function.</p> </div>	<p>Policy type for monthly payroll for full-time employees in China</p> <p>Policy type for monthly Payroll for hourly paid employees in the United States.</p>

Term	Definition	Example
Process type	Collects the technical context for defining processes later, such as step context, program and variant, process authorization prefix, and process category.	Process type for monitoring payroll for China Process type for productive payroll for the United States
	i Note A process type is relevant only when processes are created in Manage Processes with the Simplified Configuration (HCM_LOC_CI_92) business function.	
Recurrence of payroll process	Defines a payroll process for a specific entity and period.	Payroll process for November of the current year and payroll area AB.
Step templates	A single activity within a payroll process.	Usually it corresponds to a program with a pre-defined variant and relevant values required to execute the program.
Validation rule	A check function executed by the system to identify compliance violations or potential risks.	A validation rule that shows all salaried employees with an increase of %10 in their gross payment, compared to the previous payroll period.
Validation rule type	Collects the relevant technical context (such as country/region and the run time class with all supported variables) for defining a validation rule.	Validation rule type for payroll result Validation rule type for employees' master data
	i Note A validation rule type is relevant only when validation rules are created in Manage Configuration with the Payroll Control Center: Manage Configuration (Validation Rules and KPIs) (HCM_LOC_CI_109) business function.	

16.1.2 Use Payroll Control Center

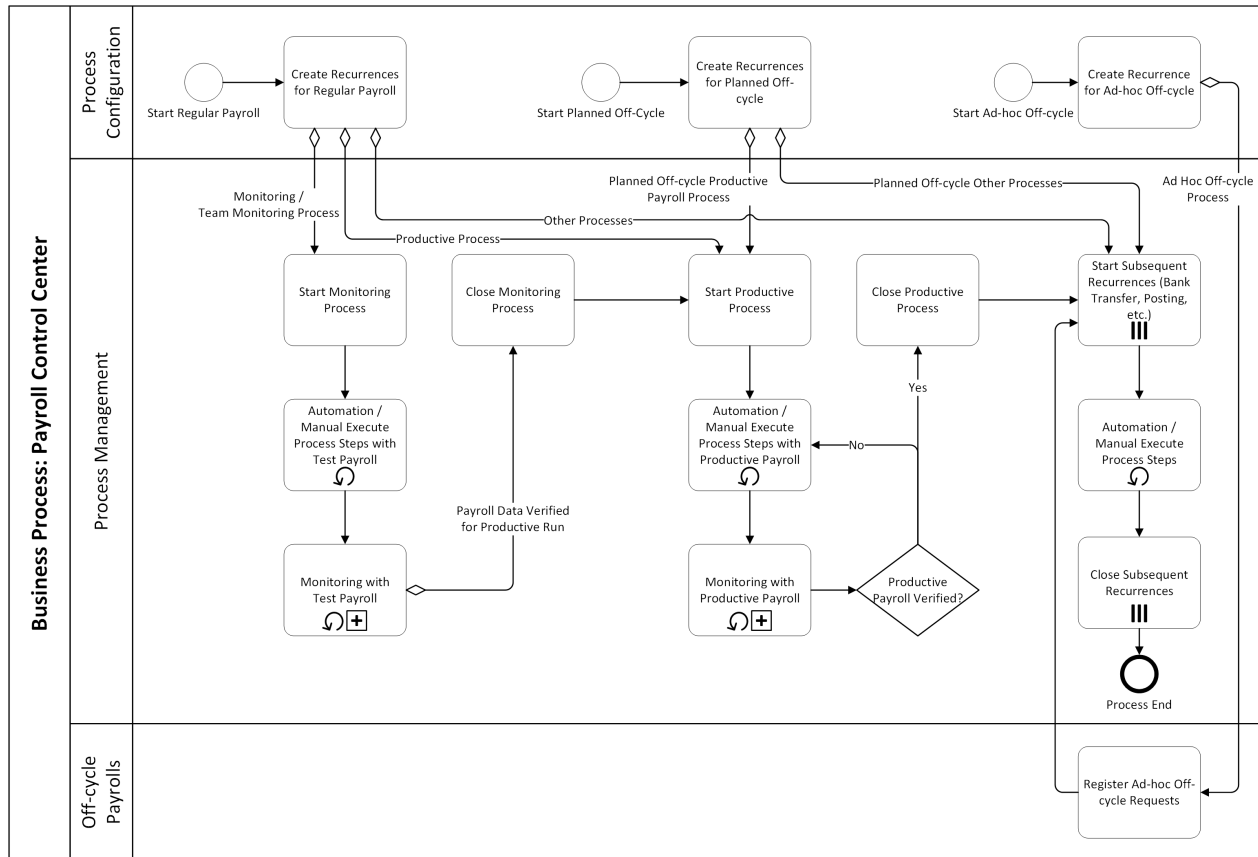
Payroll Control Center enables you to verify the data quality when there's a change to employee data. Such a "change event" can happen through an HR person changing master data or data is being imported through some other programs. Whenever employee data is changed, Payroll Control Center finds out that a change has happened and validates the change against the policy for exactly those employees.

Payroll Control Center consists of a suite of applications for different types of business users involved in the payroll process. The following diagram shows a typical business process for using Payroll Control Center.

i Note

For different process categories, the business process can be slightly different. For example, some applications and steps are only relevant for Team Monitoring processes, and there are some restrictions for alert

assignment and alert processing for Productive Payroll processes. It's important that you get familiar with the different process categories and other key concepts of Payroll Control Center. See [Process Categories \[page 363\]](#).



- [Creating Payroll Processes in Manage Processes \[page 767\]](#)
- [Creating Planned Off-Cycle Productive Payroll Processes in Manage Processes \[page 770\]](#)
- [Creating Ad Hoc Off-Cycle Other Processes in Manage Processes \[page 774\]](#)
- [Managing Payroll Processes \[page 784\]](#)
- [Configuring Step Templates \[page 599\]](#)
- [Monitoring Step with Test Payroll Result \[page 795\]](#)
- [Managing Payroll Processes \[page 784\]](#)
- [Configuring Step Templates \[page 599\]](#)
- [Monitoring Step with Productive Payroll Result \[page 798\]](#)
- [Managing Payroll Processes \[page 784\]](#)
- [Configuring Step Templates \[page 599\]](#)
- [Creating Ad Hoc Off-Cycle Requests \[page 777\]](#)

In addition, you can use the Audit Trail application of Payroll Control Center for auditing purpose.

Roles	Tasks	Applications
Policy creator	Create policies with relevant check types	Manage Policies
Process creator	Create processes and assign policies to the processes based on business needs	Manage Processes
Payroll process manager	<ul style="list-style-type: none"> Ensure the successful execution of a complete payroll process (for example, a payroll process manager in charge of the monthly payroll for June for a certain payroll area). Assign alerts (system-identified issues with master data and payroll data against the predefined validation rules based on company's policies, for example, a salary increase of X times the original salary) to payroll administrators for confirmation or correction. For team monitoring processes (processes of the category Team Monitoring), assign alerts to teams of payroll administrators for confirmation or correction. 	<ul style="list-style-type: none"> My Processes My Off-Cycles
Team creator	<p>For processes that support team capability (that is, processes of the category Team Monitoring),</p> <ul style="list-style-type: none"> Set up teams of payroll administrators for handling alerts in master data and payroll data: Define criteria for the system to automatically assign alerts to the team Define team leads and the team members for a team 	Manage Teams
Team lead for a team of payroll administrators	<ul style="list-style-type: none"> Manage teams and monitor the progress of alert processing Assign alerts to team members Activate and deactivate team members 	My Teams

Roles	Tasks	Applications
Payroll administrator	<ul style="list-style-type: none"> Resolving issues that have been identified during the execution of a payroll process (for example, clarify if a payment to a non-active employee is justified) Pick up unassigned alerts Forward an alert to another payroll administrator 	<ul style="list-style-type: none"> My Alerts (for managing alerts assigned to the payroll administrator) Unassigned Alerts (for picking up alerts that haven't been assigned yet) <div> <p>i Note</p> <p>All features of the Unassigned Alerts application are integrated into the My Alerts app. Team lead and payroll administrators can work on Unassigned Alerts in My Alerts. Unassigned Alerts can still be used for processes other than team monitoring processes.</p> </div>
Auditor	With read-only access to the process, check the action log for processes and alerts	Audit Trail

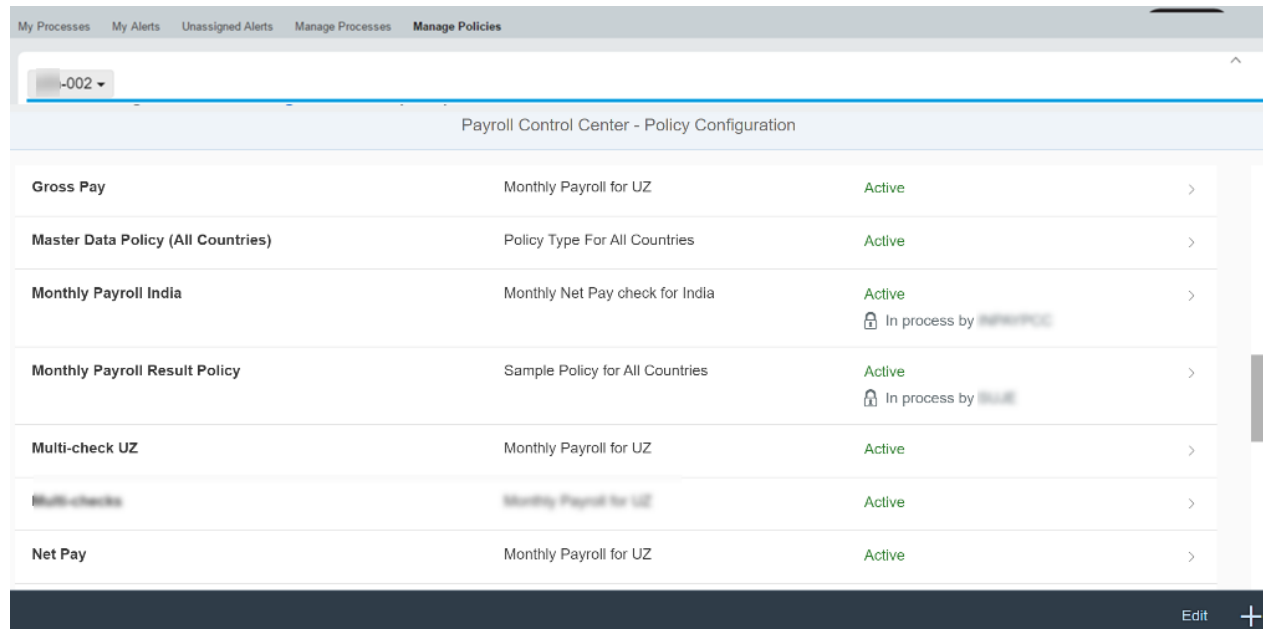
16.1.2.1 Application Names in SAP ERP and Employee Central Payroll

Get familiar with the names of Payroll Control Center applications in SAP ERP HCM and Employee Central Payroll systems.

SAP ERP HCM	Employee Central Payroll
Process Management	My Processes
Alert Management	My Alerts
Team Alerts	Unassigned Alerts
Policy Configuration	Manage Policies
Process Configuration	Manage Processes
Manage Off-Cycle Payrolls	My Off-Cycles
Team Configuration	Manage Teams
Team Management	My Teams

16.1.2.2 What Is Manage Policies?

A policy creator uses the Manage Policies application to define payroll policies if business function *Payroll Control Center Simplified Configuration* (HCM_LOC_CI_92) is activated. A payroll policy is a set of validation rules for employees' master data and payroll data. Any violation against the payroll policy results in an alert, which is later handled by payroll administrator.



The screenshot shows the 'Manage Policies' tab in the application. At the top, there are navigation tabs: 'My Processes', 'My Alerts', 'Unassigned Alerts', 'Manage Processes', and 'Manage Policies'. Below these is a search bar with '-002' entered. The main heading is 'Payroll Control Center - Policy Configuration'. The table below lists several policies:

Name	Policy Type	Status	Action
Gross Pay	Monthly Payroll for UZ	Active	>
Master Data Policy (All Countries)	Policy Type For All Countries	Active	>
Monthly Payroll India	Monthly Net Pay check for India	Active In process by [user]	>
Monthly Payroll Result Policy	Sample Policy for All Countries	Active In process by [user]	>
Multi-check UZ	Monthly Payroll for UZ	Active	>
Multi-checks	Monthly Payroll for UZ	Active	>
Net Pay	Monthly Payroll for UZ	Active	>

At the bottom right, there is an 'Edit' button and a '+' icon.

The home screen of the Manage Policies tab displays the policy overview, including the following information:

Information	Comment
Name	Policy Name
Policy Type	Policy type of the policy A policy type collects the relevant context (for example, country/region) for a group of policies. Policy types must be defined in the backend system of Employee Central Payroll before you can create policies in Manage Policies.
Status	Status of the policy: <ul style="list-style-type: none">New: Unfinished, draft version of a policyActive: Validated and saved version of a policyIn Process by: Being edited by a user

On the home screen, you can execute the following actions:

Action	How?
Create a new policy	Click the Add icon.

Action	How?
Edit an existing policy	Click the policy, and then on the Policy Details page, click the pencil icon in the lower right corner.
<div> <i>i</i> Note Once you click the pencil icon, this policy is locked by you. You must click either Save or Cancel to unlock the policy. </div>	
Delete one or more existing policies	Click Edit in the lower right corner.

Related Information

[Configuring Policy Types \[page 614\]](#)

16.1.2.3 What Is Manage Processes?

If business function [Payroll Control Center Simplified Configuration](#) (HCM_LOC_CI_92) is activated, the process creator uses Manage Processes to define payroll processes, and where necessary, assign payroll policies and payroll administrators to the payroll processes.

Payroll Control Center - Process Configuration			
Processes (55)		Search <input type="text"/>	
1.1 India Payroll Data Validation	India: Payroll Data Validation	Active In process by Admin	>
1.2 India: Production Payroll	India: Payroll Production	Active	>
1.3 India: Posting to Accounting	India: Payroll Posting	Active	>
1.4 India: Payslip	India: Payslip	Active	>
1.5 India: Legal Reports	India: Annual Process	Active	>
1.Prepayroll and checks	Simulation and Pre-check	Active	>

The home screen of the Manage Processes tab displays the process overview, including the following information:

Information	Comment
Name	Process Name
Process Type	<p>Process type of the process</p> <p>A process type collects the relevant technical context (for example, selection type, recurrence type, steps, and the program or variant for some of the steps) for defining a process. Process types have to be defined in the back-end system of Employee Central Payroll before you can create processes in Manage Processes.</p>
Status	<p>Status of the process:</p> <ul style="list-style-type: none"> • New: Unfinished, draft version of a process • Active: Validated and saved version of a process • In Process by: Being edited by a user

On the home screen, you can execute the following actions:

Action	How?
Create a new process	Click the Add icon.
Edit an existing process	<p>Click the process, and then on the Process Details page, click the pencil icon in the lower right corner.</p> <div> <p>i Note</p> <p>Once you click the pencil icon, this process is locked by you. You must click either Save or Cancel to unlock the process.</p> </div>
Delete one or more existing processes	Click Edit in the lower right corner.

Related Information

[Creating Payroll Processes in Manage Processes \[page 767\]](#)

[Configuring Process Types \[page 616\]](#)

16.1.2.4 What Is My Processes?

The payroll process manager uses the My Processes application to manage payroll processes from end to end.

- Manage payroll processes
 - Plan your payroll processes and all involved process steps

- Execute all required process steps of a payroll process
- Monitor the progress and status of all payroll processes
- Confirm successful execution of process steps, step groups, and processes
- Filter and search for the processes
- View categorized messages, program details, and contact information for process steps.
- Create and view notes for a process. Attachments can be created as a new type of note.
- By using the [Delete Completed Process Instances](#) (PYC_SUPPORT_DEL_COMPLETED_PI) in the back end of Employee Central Payroll system, you can purge completed payroll process instances whose end date is before or equals to a specified date.
By purging completed process instances that are no longer needed, you reduce the number of process instances that are loaded every time the My Processes app is started. This improves the performance of the app.
- Manage alerts and payroll administrators
 - Execute validation rules and distribute the identified issues and compliance violations to the responsible payroll administrators or teams (in the case of Team Monitoring processes) for correction
 - Filter and search for alerts.
 - View the details of alerts that are also visible to the payroll administrator in the [My Alerts](#) application.
 - Choose to activate or deactivate a certain team member from the administrator group. The deactivated member cannot be assigned alerts for the specified process.
 - For Team Monitoring processes, pause or start a team for handling alerts.
 - View more chart types (Delta Chart and Harvey Chart) as analytics (KPIs) in monitoring step.
- Enable audit processes based on a log file which the system fills automatically and which the user can enhance by creating new log entries.

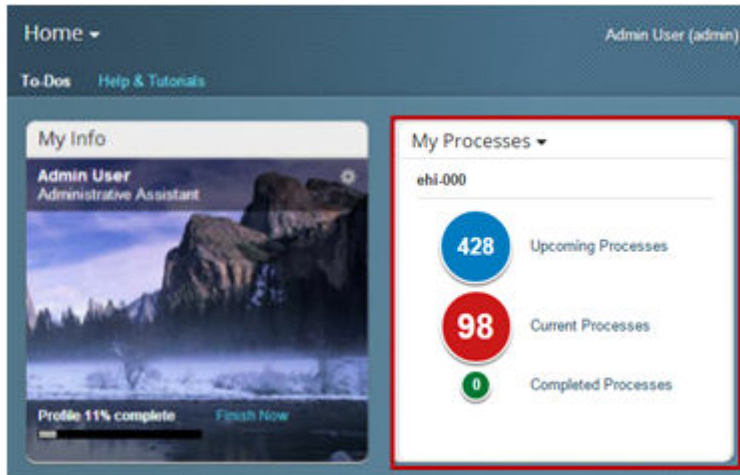
Note

Alerts are assigned to payroll administrators or, in the case of Team Monitoring processes, teams that have been defined in the [Manage Teams](#) tab page. Alert distribution happens when the Initiate Policies step is started and, in the case of Team Monitoring processes, when team setup is activated in [Manage Teams](#).

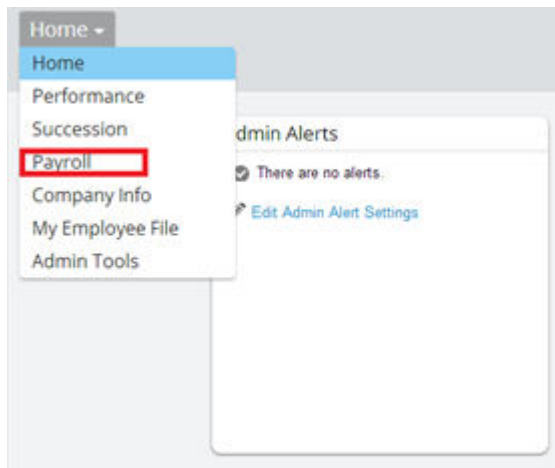
If the legacy home page is enabled, the payroll process manager can access [My Processes](#) by clicking the Payroll tile in the tile group [My Speciality](#).

→ Remember

As a customer, you don't have access to Provisioning. To complete tasks in Provisioning, contact your implementation partner or Account Executive. For any non-implementation tasks, contact Product Support.



The payroll process manager can access the [My Processes](#) page by clicking the links on the [My Processes](#) tile or by clicking [Payroll](#) in the [Home](#) dropdown menu.



On the [My Processes](#) page, the payroll process manager can switch between different systems by using the system dropdown menu.

Depending on the Payroll Control Center solution version specified by the system administrator in Payroll Control Center Configuration in Admin Center, the payroll process manager can see either of the following UI version of My Processes:

- Classic view of My Processes, if the classic solution has been configured for the payroll system

Payroll Control Center				
16	28	0		
CURRENT PROCESSES	UPCOMING PROCESSES	COMPLETED PROCESSES		
YF: Productive Payroll Process January 2015	Due on Jan 31, 2015	3/6	Current process step Initiate Policies	
YF: Productive Payroll Process February 2015	Due on Feb 28, 2015	0/6	Current process step Start Payroll	
YF: Test Payroll Process January 2015	Due on Jan 31, 2015	0/3	Current process step Create Test Payroll Data	





















i Note

As of release EA-HRRXX 608 SP38, the classic view is no longer being maintained. Therefore, if you want to get the latest features of Payroll Control Center, it is suggested that you choose the new experience solution for your payroll system.

- Enhanced UI of My Processes, if the new experience solution has been configured for the payroll system

i Note

In order for the new UI to work, Employee Central Payroll must be upgraded to EA-HRRXX 608 SP38 or later releases. If you want to get the latest features of Payroll Control Center, it is suggested that you choose the new experience solution for your payroll system.

ACTIVE PROCESSES (106) UPCOMING PROCESSES (404) UPCOMING OFF-CYCLE PROCESSES (27) COMPLETED PROCESSES (23)				
<div>Search </div> <div></div>				
Process	Progress	Status	Due on	
Test for over 100 recurrences January 1990	 1/3 Initiate Policies	 OK	 Jan 31, 1990	
Test for over 100 recurrences February 1990	 1/3 Initiate Policies	 OK	 Feb 28, 1990	
Test for over 100 recurrences March 1990	 1/3 Initiate Policies	 OK	 Mar 31, 1990	
Test for over 100 recurrences April 1990	 1/3 Initiate Policies	 OK	 Apr 30, 1990	
Mac's process for SC test 01 January 2014	 1/3 Initiate Policies	 OK	 Jan 31, 2014	
Linda test US Payroll January 2014	 0/3 Create Test Payroll Data	 Error	 Jan 31, 2014	

Processes are grouped into the following tab pages in *My Processes*:

- Active Processes
- Upcoming Processes
- Upcoming Off-Cycle Processes
This tab page lists all the upcoming off-cycle processes, including productive payroll for planned off-cycle, subsequent activities for planned off-cycle, and subsequent activities for ad hoc off-cycle.

Note

The productive payroll for ad hoc off-cycle is managed in *My Off-Cycles*.

- Completed Processes

Related Information

[Process Management \[page 783\]](#)

[Specifying Payroll Control Center Configuration \[page 759\]](#)

16.1.2.5 What Is My Alerts?

My Alerts is the user interface of the Payroll Control Center for the payroll administrator in Employee Central. A payroll administrator uses *My Alerts* to manage all the alerts that have been assigned to him or her, pick up any

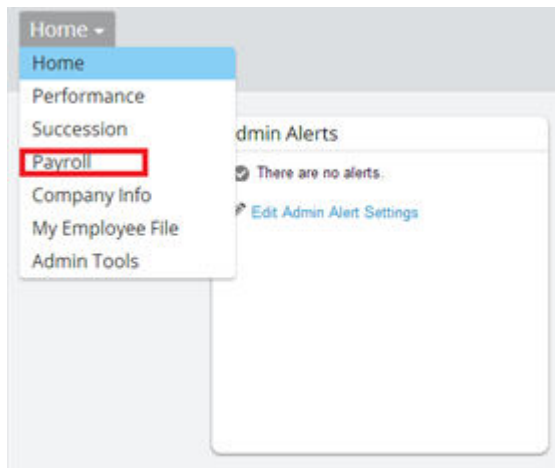
unassigned alerts for processes that he or she is a member of, and forward an alert that has been assigned to him or her to another payroll administrator.

[My Alerts](#) has the following features:

- Provides solution proposals for master data and payroll data alerts
- Offers a direct entry for payroll administrator to correct employees' master data
- Enables the payroll administrator to immediately validate the data after applying the solution by using the recheck function
- Enables the payroll administrator to forward an alert that has been assigned to him or her to another payroll administrator
- Enables the payroll administrator to access a list of unassigned alerts and to assign these alerts to himself or herself
- Provides key value indicators for an alert (for example, an employee's wage has increased by 100% as compared to the previous payroll period)
- Enables the payroll administrator to read the relevant PDF help document in the alert details screen, if the link to the PDF document has been configured in the backend system.
- Alerts are further grouped by teams.
- Enables the payroll administrator to forward alerts to another team and pick up unassigned alerts, which was only possible in the [Unassigned Alerts](#) tab page.

If the legacy user interface is used in SAP SuccessFactors, the payroll administrator can access [My Alerts](#) by clicking the [Payroll](#) tile in the tile group [My Speciality](#).

The payroll administrator can also click [Payroll](#) in the [Home](#) dropdown menu to access the [My Alerts](#) page.



On the [My Alerts](#) page, the payroll administrator can switch between different systems by using the system dropdown menu.

Related Information

[Monitor Alerts as Payroll Administrator \[page 819\]](#)

[Specifying Payroll Control Center Configuration \[page 759\]](#)

16.1.2.6 What Is Unassigned Alerts?

Unassigned Alerts is the user interface of the Payroll Control Center for the payroll admin in Employee Central.

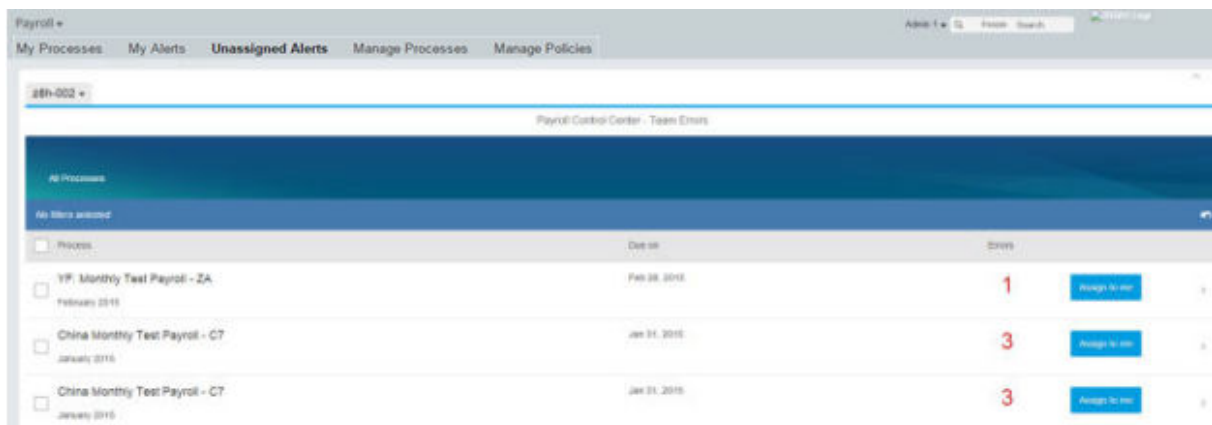
Unassigned Alerts enables the payroll administrator to see master data alerts and payroll result alerts that have not yet been assigned to any specific payroll admin and to assign alerts to himself or herself by choosing [Assign to me](#).

i Note

All features of Unassigned Alerts are now moved to My Alerts. You can continue to use Unassigned Alerts except for Team Monitoring processes.

Depending on the Payroll Control Center solution version specified by the system administrator in Payroll Control Center Configuration in Admin Center, the payroll administrator can see either of the following UI version of Unassigned Alerts:

- Unassigned Alerts in the classic solution, if the classic solution has been configured for the payroll system



- New experience view of Unassigned Alerts, if the new solution has been configured for the payroll system

i Note

In order for the new UI to work, Employee Center Payroll must be upgraded to EA-HRRXX 608 SP41

Payroll Control Center - Team Alerts				
<div>Search</div>				
<input type="checkbox"/> Worklist	Status	Due On	Alerts	
<input type="checkbox"/> Test Payroll Process: US January 2015	▲ Active	▲ Jan 31, 2015	1	<button>Assign to me</button>
<input type="checkbox"/> Productive Payroll Process: US January 2015	▲ Active	▲ Jan 31, 2015	1	<button>Assign to me</button>
<input type="checkbox"/> Test Payroll: CN January 2016	◆ Not Active	▲ Jan 31, 2016	50	<button>Assign to me</button>
<input type="checkbox"/> Test Payroll: CN August 2016	◆ Not Active	▲ Aug 31, 2016	2	<button>Assign to me</button>
<input type="checkbox"/> Test Monthly Payroll for China January 2017	▲ Active	▲ Jan 31, 2017	1	<button>Assign to me</button>

Related Information

[Picking Up Unassigned Alerts \(from Unassigned Alerts\) \[page 831\]](#)

[Specifying Payroll Control Center Configuration \[page 759\]](#)



16.1.2.7 What Is My Off-Cycles?

My Off-Cycles enables the authorized user to create the ad hoc off-cycle payroll request on a single employee basis and register the requests to an ad hoc off-cycle process for subsequent activities.

Payroll Control Center divides off-cycle payroll processes into the following types:

- Ad hoc off-cycle
[My Off-Cycles](#) tab page enables the payroll process manager to create the ad hoc off-cycle payroll request on a single employee basis and register the requests to a subsequent ad hoc off-cycle process in *My Processes*.

Payroll Control Center - Manage Off-Cycle Payrolls

NEW (1) IN PROCESS (7) COMPLETED (0)				
<input type="text" value="Search"/>				
Employee	Reason	Pay Date	Created By	Payment Amount
Mr Johnny 10007001	Bonus payment 0001	Feb 20, 2020	Wen Zhang Mar 20, 2020, 1:56:03 PM	308.75 USD



The subsequent ad hoc off-cycle process will process all the registered ad hoc off-cycle requests with steps for bank transfer, posting and pay slip.

- Planned off-cycle
Planned off-cycle processes can be recurrent and are managed like regular processes in Payroll Control Center. Planned off-cycle processes are divided into the following types:
 - Productive planned off-cycle payroll
Productive planned off-cycle payroll processes select employees for whom the planned off-cycle payroll is to be run and run the payroll for the selected employees.
 - Subsequent process for planned off-cycle
A subsequent process for planned off-cycle defines the subsequent activities after the productive planned off-cycle payroll. A subsequent process for planned off-cycle may include bank transfer and posting for the same employees that have been selected in the productive planned off-cycle payroll process.
- All planned off-cycle processes are managed in [My Processes](#).

Types of Off-Cycle Requests

The following types of off-cycle requests are now supported in My Off-Cycles:

- Payroll Adjustment
- Bonus Payment
- Regular Payment
- Advanced Vacation Pay

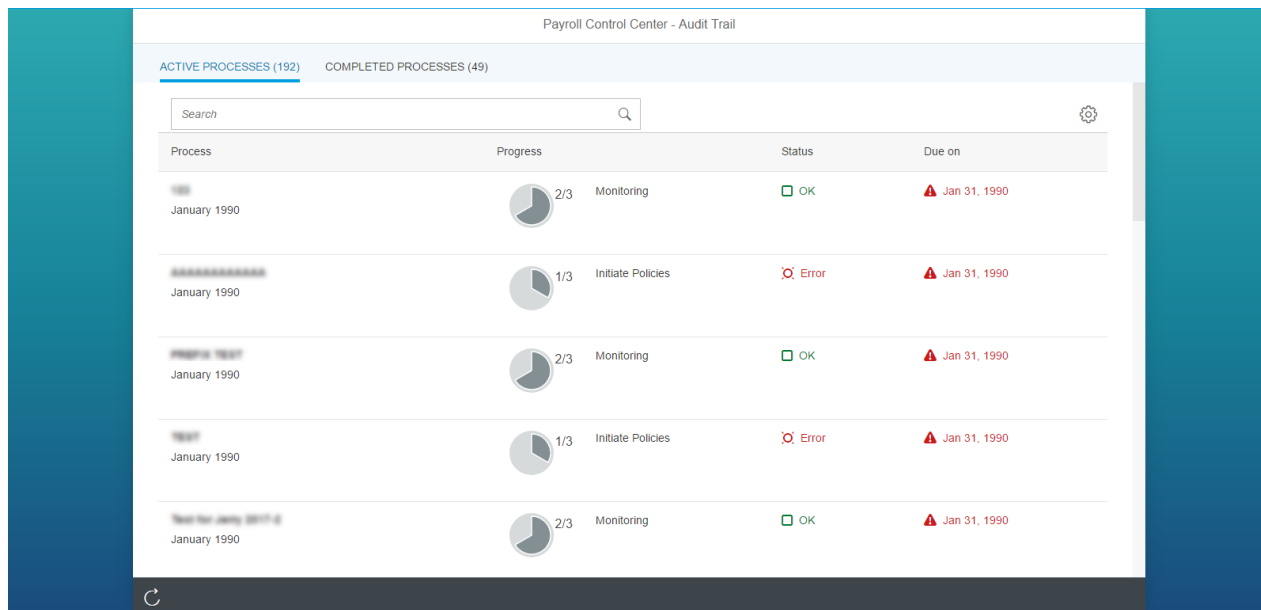
Related Information

[Creating Ad Hoc Off-Cycle Requests \[page 777\]](#)

16.1.2.8 What Is Audit Trail?

Audit Trail is the central place provided for analysts or auditors for viewing action logs on process (and process step) level and on the alerts for employees that are filtered out by predefined validation rules.

The home screen of the Audit Trail displays two tag pages: *Active Processes* and *Completed Processes*. You can click a process to view the process history and the alert history.



Process	Progress	Status	Due on
January 1990	2/3 Monitoring	OK	Jan 31, 1990
January 1990	1/3 Initiate Policies	Error	Jan 31, 1990
January 1990	2/3 Monitoring	OK	Jan 31, 1990
January 1990	1/3 Initiate Policies	Error	Jan 31, 1990
January 1990	2/3 Monitoring	OK	Jan 31, 1990

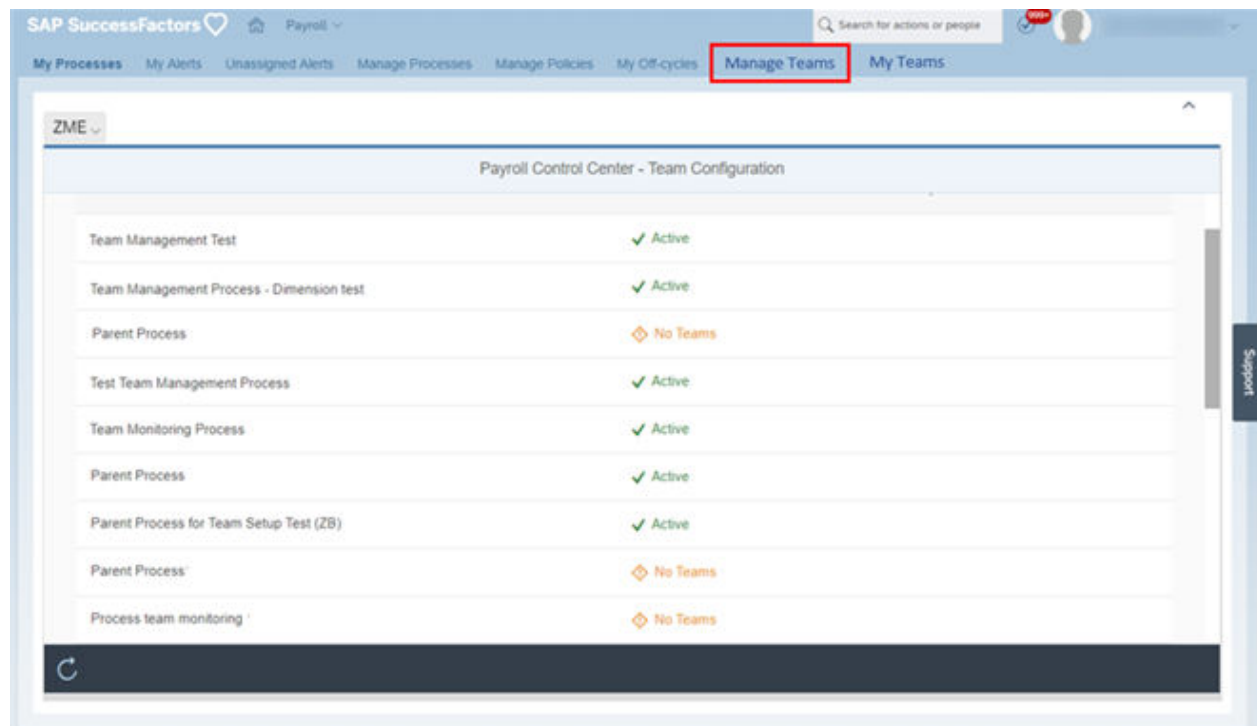
Related Information

[Auditing \[page 833\]](#)

16.1.2.9 What Is Manage Teams?

Manage Teams enables the authorized user, such as a team creator, to set up teams of payroll administrators for handling alerts of team monitoring processes. The team creator needs to specify the team attributes, organizational criteria for automatic distribution of alerts to teams, team leads, and team members. A team monitoring process is a process assigned to the process template category *Team Monitoring* in the Employee Central Payroll system.

A team processes all alerts that match the predefined criteria, such as policy information and organizational properties.



The home screen of the [Manage Teams](#) tab page displays the overview of team monitoring processes, including the following information:

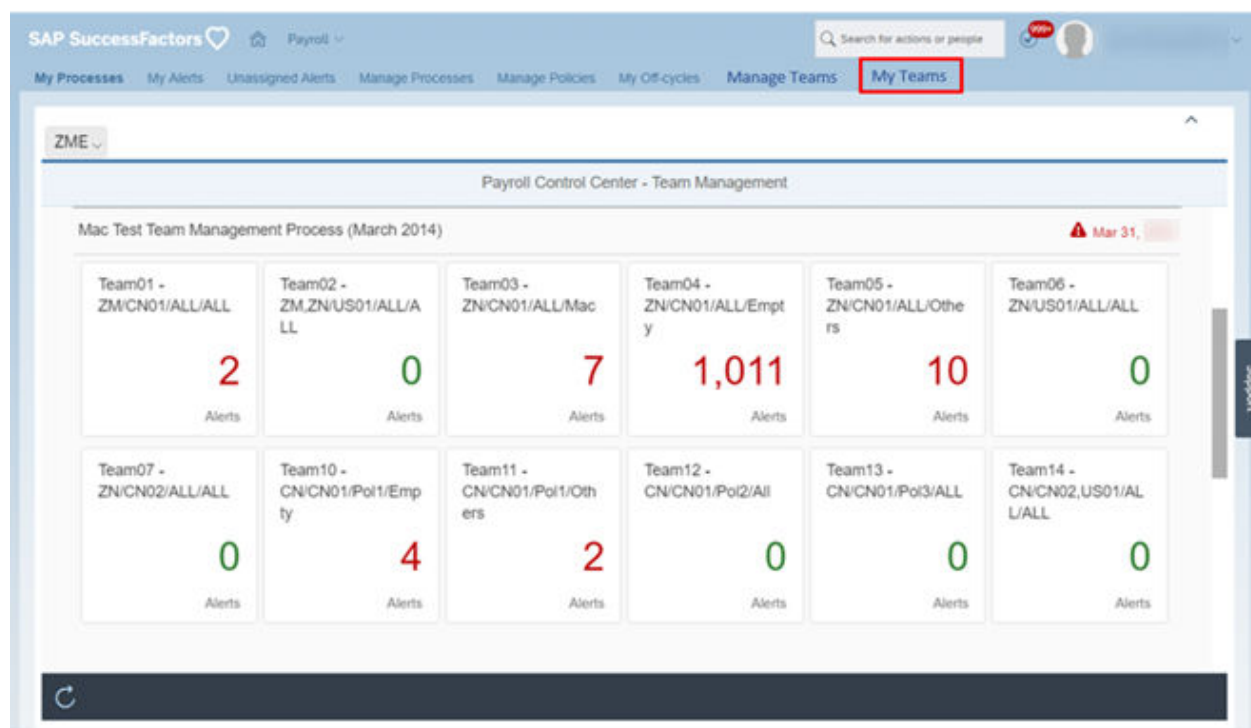
Information	Comment
Process	Name of the (team monitoring) process
Status	Status of the process: <ul style="list-style-type: none"> • Active • No Teams: No team has been set up and activated for the process.: Validated and saved version of team setup for the process
In Process By	An active or draft version of team setup for the process is being edited by the user

Related Information

[Team Collaboration and Team Monitoring \[page 806\]](#)

16.1.2.10 What Is My Teams?

For the team monitoring process, each team corresponds to a subprocess, with the team lead being the process manager of the subprocess. Each subprocess contains only one step: the monitoring step for resolving processing alerts. The team lead uses the [My Teams](#) tab page to manage the alerts assigned to the team and the team members.



Each tile is a subprocess of the parent team monitoring process. That is, each tile contains the list of alerts from one team monitoring process that are assigned to the team lead's team.

The team lead uses the [My Teams](#) tab page to do the following:

- Activate and deactivate team members
- Assign alerts to team members
- Assign alerts to another team
- Monitor the progress of alert processing

Related Information

[Team Collaboration and Team Monitoring \[page 806\]](#)

16.1.2.11 What Is Manage Configuration?

Manage Configuration is an application in Payroll Control Center to simplify the configuration of validation rules and analytics for employees' master data and payroll data.

The *Manage Configuration* app enables you to flexibly manage validation rules and analytics based on the changing business needs. In cases like below, it's unnecessary to update the implementation class of the validation rules or analytics. Instead, you can create and update the rules and analytics using the *Manage Configuration* app, based on the validation rule types and KPI types that were created in Configuration Workbench.

❖ Example

Because of a legal change, a new type of employee master data is required for a payroll run. You can create a validation rule to check that all the required master data have been maintained.

❖ Example

Previously, you set a red indicator in analytics if the total gross payment is higher than X. Now, because of the company growth, you can update the analytics to increase the threshold value to Y.

16.1.3 Process Categories

Depending on the different steps included in a payroll process (for example, whether a process contains productive payroll run or whether a process consists of subsequent activities **after** productive payroll run), payroll processes are divided into different categories.

Category	Description
Monitoring	<p>Monitoring processes are executed before the productive payroll run in order to be able to detect issues with master data and simulation payroll data as early as possible, so that a productive payroll can be run later with the fewest issues or alerts.</p> <p>Use monitoring processes in the following scenario:</p> <ul style="list-style-type: none">• Only one team, with the same access authorization to the process selection (employees under a payroll area), is needed to process the alerts.• Alert assignment is done by the payroll process manager.

Category	Description
(Recommended) Team Monitoring	<p>Team monitoring processes are a special type of monitoring process, with enhanced team functionality for companies with complex HR roles and authorizations. Teams can be set up with one or more team leads and multiple payroll administrators to facilitate team collaboration. Alerts are automatically distributed to teams based on the predefined team criteria. The team lead further assigns the alerts to the team members.</p> <p>Team monitoring processes are recommended for the following reasons:</p> <ul style="list-style-type: none"> Alerts belonging to different organization assignments can be segregated into teams. Team monitoring processes enable more refined team collaboration and monitoring Team lead and team members can be adjusted on time in the production system. <p>Use team monitoring processes in the following scenario:</p> <ul style="list-style-type: none"> Multiple teams, with access authorization to different organizational properties or policies, are needed to process the alerts. Alert assignment is done by the team lead.
Productive Payroll	A productive payroll process include all necessary steps to execute a productive payroll run. For example, maintain control record, identify and correct alerts, execute payroll.
Others (as compared to productive payroll)	Any kind of process that is executed either before or after the productive payroll run. For example, upload master data changes from an external system, posting to accounting, and so on.
Planned Off-Cycle: Productive Payroll (PO)	A PO process is the productive payroll process for planned off-cycle payroll. It includes selection of employees for whom the planned off-cycle payroll is to be run and the actual off-cycle payroll run for the selection of employees.
Planned Off-Cycle: Others (OO)	An OO process defines the subsequent activities for the parent PO process. An OO process may include bank transfer and posting for the same employees that have been selected in the PO process.
Ad Hoc Off-Cycle (AO)	With the My Off-Cycles application, ad hoc off-cycle requests can be created on a single employee basis. A successfully created ad hoc request includes off-cycle payroll run and registration to an upcoming subsequent ad hoc off-cycle (AO) process. An AO process processes all the registered ad hoc off-cycle request with steps for bank transfer, posting and pay slip.

Process category is defined on the process level in process types or in processes. See [Configuring Process Types \[page 616\]](#).

Alert Assignment and Alert Processing in Different Process Categories

In the productive payroll process, as most or all of the issues should have been fixed in the monitoring or team monitoring process, few or no issues or alerts are expected. In addition, in the productive payroll process, authorization is controlled more strictly than the monitoring or team monitoring process. Therefore, monitoring and team monitoring processes have more flexibility while the productive payroll processes have stricter control.

Feature	Available for Monitoring Processes	Available for Team Monitoring Processes	Available for Productive Payroll Processes
In My Processes app			
Alerts are assigned automatically to teams based on the pre-defined team criteria.	No	Yes	No
Alerts that don't meet the criteria of any team are unassigned or assigned automatically to a default team.			
Payroll process manager can choose to pause the alert processing by a team.	No	Yes	No
Payroll process manager can assign default processors for alerts raised from validation rules of specified policies.	Yes	No	No
Payroll process manager can assign alerts to processors.	Yes	No	Yes
In My Alerts app, payroll administrators can do the following:			
Mark an alert as Resolved or Solution Applied	Yes	Yes	Yes
Recheck or validate an alert after changing employees' master data	Yes	Yes	No
After payroll administrators update employees' master data in Employee Central, they can recheck or validate an alert after the master data is replicated from the Employee Central system to the Employee Central Payroll system. For more information, see Setting Up the Point-to-Point Integration [page 104] .			
Pick up unassigned alerts	Yes	Yes	No
Forward an alert to another processor or another team	Yes (to another payroll administrator)	Yes (to another team only when certain conditions are met. See Processing Alerts in My Worklists [page 820])	No
Forward an alert to the unassigned queue	Yes	Yes	Yes

[Monitoring Processes \[page 366\]](#)

Monitoring processes are executed **before** the productive payroll run in order to be able to detect issues with master data and simulation payroll data as early as possible, so that a productive payroll can be run later with the fewest issues or alerts.

[Productive Payroll Processes \[page 374\]](#)

Productive processes are executed after the monitoring or team monitoring payroll process. The monitoring or team monitoring payroll has been run to detect issues with master data and simulation payroll data as early as possible, so that a productive payroll can be run with the fewest issues or alerts.

[Other Processes \[page 378\]](#)

A process of the Others category groups the subsequent activities after a regular productive payroll run.

[Planned Off-Cycle Productive Payroll \[page 379\]](#)

A planned off-cycle productive payroll (PO) process is the productive payroll for planned off-cycle. It includes selection of employees for whom the planned off-cycle payroll is to be run and the actual off-cycle payroll run for the selection of employees.

[Planned Off-Cycle Others \[page 382\]](#)

Planned off-cycle others are the subsequent activities for the parent PO process. An OO process may include bank transfer and posting for the same employees that have been selected in the PO process.

[Ad Hoc Off-Cycle \[page 384\]](#)

Ad hoc off-cycle requests can be created on a single employee basis using the [My Off-Cycles](#) application. A successfully created ad hoc request includes off-cycle payroll run and registration to an upcoming subsequent ad hoc off-cycle (AO) process. An AO process processes all the registered ad hoc off-cycle request with steps for bank transfer, posting and pay slip.

Related Information

[Sample Process Types in Payroll Control Center \[page 717\]](#)

[Sample Step Templates in Payroll Control Center \[page 712\]](#)

[\(Recommended\) Configure Payroll Control Center Using Manage Configuration and Configuration Workbench \[page 386\]](#)

[Use Payroll Control Center \[page 761\]](#)

16.1.3.1 Monitoring Processes

Monitoring processes are executed **before** the productive payroll run in order to be able to detect issues with master data and simulation payroll data as early as possible, so that a productive payroll can be run later with the fewest issues or alerts.

Use monitoring processes in the following scenario:

- Only one team, with the same access authorization to the process selection (employees under a payroll area), is needed to process the alerts.
- Alert assignment is done by the payroll process manager.

Definition

A monitoring process consists typically of the following steps:

1. Generate test payroll results for all employees.
2. (If business function Payroll Control Center: Storage of Test Payroll Results in Cluster Tables (HCM_LOC_CI_110) is activated) Simulate posting for all employees based on the test payroll results.
3. Generate check results (called alerts) for all employees.
4. Assign alerts to payroll administrators and monitor the resolution of the alerts until the start of the productive payroll. This step is called Monitoring.

i Note

In the productive payroll process, as most or all of the issues should have been fixed in the monitoring or team monitoring process, few or no issues or alerts are expected. In addition, in the productive payroll process, authorization is controlled more strictly than the monitoring or team monitoring process. Therefore, monitoring and team monitoring processes have more flexibility while the productive payroll processes have stricter control.

Feature	Available for Monitoring Processes	Available for Team Monitoring Processes	Available for Productive Payroll Processes
In My Processes app			
Alerts are assigned automatically to teams based on the predefined team criteria.	No	Yes	No
Alerts that don't meet the criteria of any team are unassigned or assigned automatically to a default team.			
Payroll process manager can choose to pause the alert processing by a team.	No	Yes	No
Payroll process manager can assign default processors for alerts raised from validation rules of specified policies.	Yes	No	No
Payroll process manager can assign alerts to processors.	Yes	No	Yes
In My Alerts app, payroll administrators can do the following:			
Mark an alert as Resolved or Solution Applied	Yes	Yes	Yes
Recheck or validate an alert after changing employees' master data	Yes	Yes	No
After payroll administrators update employees' master data in Employee Central, they can recheck or validate an alert after the master data is replicated from the Employee Central system to the Employee Central Payroll system. For more information, see Setting Up the Point-to-Point Integration [page 104].			
Pick up unassigned alerts	Yes	Yes	No
Forward an alert to another processor or another team	Yes (to another payroll administrator)	Yes (to another team only when certain conditions are met. See Processing Alerts in My Worklists [page 820])	No
Forward an alert to the unassigned queue	Yes	Yes	Yes

Example

Assume it's November 5. You, as a payroll process manager, have already completed the monthly payroll for October and you begin with the monitoring phase of the payroll for November. The productive payroll for November is scheduled for November 25.

i Note

A process step can be configured to start automatically (if the previous step is completed) and to be automatically confirmed (once the execution is complete). In this case, you don't have to manually start and confirm the step.

1. Generate test payroll results and simulate posting: On November 5, you start the monitoring process for November with due date November 25.
To do so, you display your process overview and go to tab [Upcoming Processes](#). You start the monitoring process with due date November 25, then find the process on the [Active Processes](#) tab, and start process step 1 to generate test payroll results.
As process step 1 is configured to be automatically completed in this example, after the process step is executed without errors, it's completed automatically. And the system automatically starts process step 2 based on configuration to simulate posting using the test payroll results.
2. Generate check results for employees: After a few minutes, you want to generate check results for all employees based on the test payroll data and the posting simulation result.
To do so, on the [Active Processes](#) tab of your process overview, you find the monitoring process with due date November 25. You complete process step 2 and then start process step 3 to generate check results for employees.
3. Assign alerts to payroll administrators and monitor alerts: After some time, on the [Active Processes](#) tab of your process overview, you find the monitoring process for November with, for example, 300 alerts. You complete process step 3 and start process step 4 to assign alerts to payroll administrators and monitor alerts.
Within this monitoring step, you see the assignment of the 300 alerts to payroll administrators that the system proposes.
4. Repeat the monitoring process: On November 8, you want to see how the alerts are being resolved. On the [Active Processes](#) tab within your process overview, select the monitoring process for November.

i Note

If you have enabled event handler for this process, you can repeat the monitoring step itself to monitor the status of alerts and KPIs. So the master data changes are automatically validated in this step, and you don't have to repeat the previous steps in the process.

If event handler isn't enabled for the process, you need to repeat the previous steps.

1. On the Process Steps page, you select the first process step ([Create test payroll results](#)) and choose [Repeat](#).
2. Navigate to the step details of the process step you selected and click [Start](#) to generate the test payroll results.
3. If needed, navigate to the step details of the process step you selected and choose [Confirm](#) to complete the step.
4. Start the next process step by using the [Start](#) button of that step, and proceed with the rest of the process steps in the process.

This allows you to repeat all process steps, beginning with the step you selected. After the system has updated the check results, the number of alerts that are shown on the monitoring step goes down, for example, to 100.

You can execute this repetition as many times as necessary in order to get the current status of the check results.

5. Complete the monitoring process: On November 25, you select again this process on the [Active Processes](#) tab and see that all alerts have been resolved (*No alerts* is displayed). You double-click the process and navigate to the monitoring step. There you can confirm the step.

If you confirm this last process step, the system completes the entire process. As all of the payroll relevant alerts have been solved during the monitoring process, you can assume that no or few alerts arise during the productive payroll run.

[Team Monitoring Processes \[page 369\]](#)

Team monitoring process is a special type of monitoring process: It is a monitoring process with team management capabilities. The team monitoring process consists of similar process steps as the monitoring process.

Related Information

[Team Monitoring Processes \[page 369\]](#)

[Productive Payroll Processes \[page 374\]](#)

[Productive Payroll Processes \[page 374\]](#)

[Event Handler \[page 609\]](#)

16.1.3.1.1 Team Monitoring Processes

Team monitoring process is a special type of monitoring process: It is a monitoring process with team management capabilities. The team monitoring process consists of similar process steps as the monitoring process.

In the monitoring process, a payroll process manager assigns alerts to payroll administrators at the Monitoring step. However in the team monitoring process at the Monitoring step, the alerts are automatically distributed to different teams that have been set up (in Manage Teams application) based on predefined criteria. The team lead then assigns the alerts of the team to individual team members (in My Teams application).

Use team monitoring processes in the following scenario:

- Multiple teams, with access authorization to different organizational properties or policies, are needed to process the alerts.
- Alert assignment is done by the team lead.

Definition

A team monitoring process consists typically of following steps:

1. Generate test payroll results for all employees
2. Generate check results for employees who belong to the payroll areas for which the process is executed.

- Monitor the resolution of the alerts until the start of the productive payroll. This is called the Monitoring step. Different from the monitoring process, with the team monitoring process, alerts are distributed automatically to teams based on predefined criteria, and the team lead further assigns alerts to individual members. Therefore, the payroll process manager monitors the resolution of the alerts by teams in My Processes. And the team lead monitors the resolution of the alerts by individual payroll administrators in My Teams.

i Note

In the productive payroll process, as most or all of the issues should have been fixed in the monitoring or team monitoring process, few or no issues or alerts are expected. In addition, in the productive payroll process, authorization is controlled more strictly than the monitoring or team monitoring process. Therefore, monitoring and team monitoring processes have more flexibility while the productive payroll processes have stricter control.

Feature	Available for Monitoring Processes	Available for Team Monitoring Processes	Available for Productive Payroll Processes
In My Processes app			
Alerts are assigned automatically to teams based on the predefined team criteria.	No	Yes	No
Alerts that don't meet the criteria of any team are unassigned or assigned automatically to a default team.			
Payroll process manager can choose to pause the alert processing by a team.	No	Yes	No
Payroll process manager can assign default processors for alerts raised from validation rules of specified policies.	Yes	No	No
Payroll process manager can assign alerts to processors.	Yes	No	Yes
In My Alerts app, payroll administrators can do the following:			
Mark an alert as Resolved or Solution Applied	Yes	Yes	Yes
Recheck or validate an alert after changing employees' master data	Yes	Yes	No
After payroll administrators update employees' master data in Employee Central, they can recheck or validate an alert after the master data is replicated from the Employee Central system to the Employee Central Payroll system. For more information, see Setting Up the Point-to-Point Integration [page 104] .			
Pick up unassigned alerts	Yes	Yes	No
Forward an alert to another processor or another team	Yes (to another payroll administrator)	Yes (to another team only when certain conditions are met. See Processing Alerts in My Worklists [page 820])	No

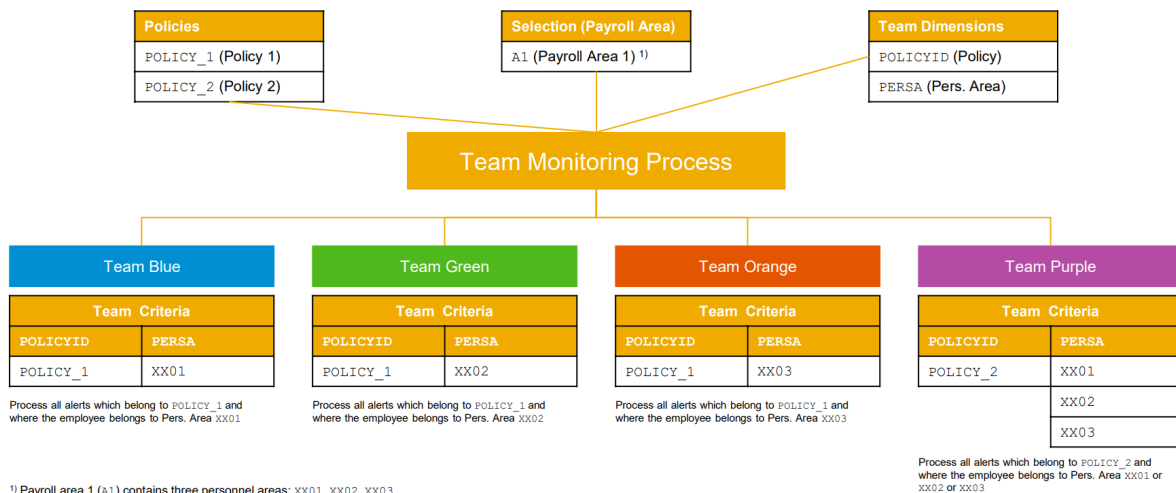
Feature	Available for Monitoring Processes	Available for Team Monitoring Processes	Available for Productive Payroll Processes
Forward an alert to the unassigned queue	Yes	Yes	Yes

Team monitoring processes are recommended for the following reasons:

- Alerts belonging to different organization assignments can be segregated into teams.
- Team monitoring processes enable more refined team collaboration and monitoring
- Team lead and team members can be adjusted on time in the production system.

Example

Assume that you are working with a big company with complex HR roles and authorizations. The following teams have been set up by the team creator, for example the HR manager, in Manage Teams application:



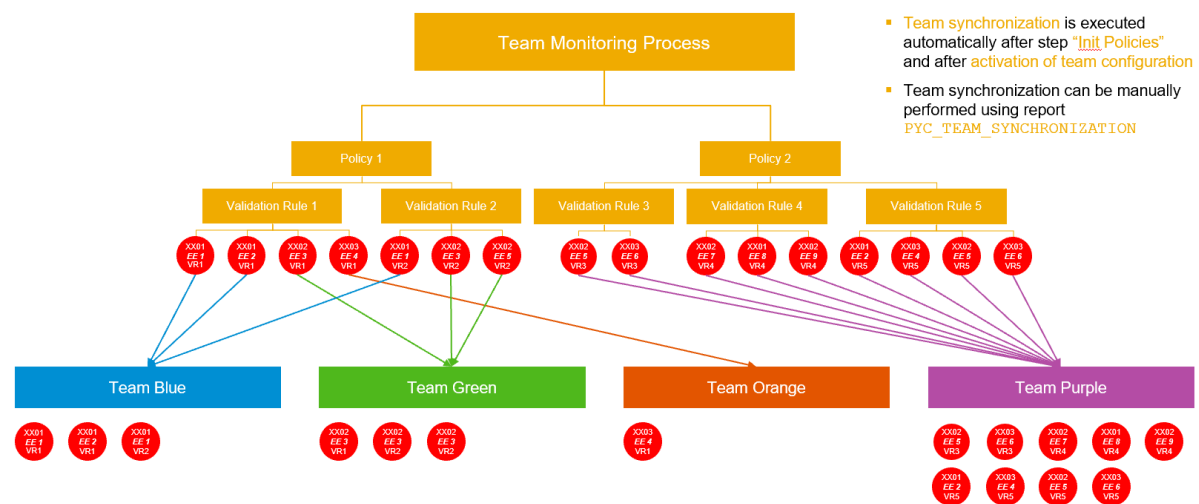
- **Team Blue**
Team Blue is responsible for processing all alerts that are raised by policy 1 for payroll areas XX01.
- **Team Green**
Team Green is responsible for processing all alerts that are raised by policy 1 for payroll areas XX02.
- **Team Orange**
Team Orange is responsible for processing all alerts that are raised by policy 1 for payroll areas XX03.
- **Team Purple**
Team Purple is responsible for processing all alerts that are raised by policy 2 for all payroll areas.

Assume it is November 5. You, as a payroll process manager, have already completed the monthly payroll for October and you begin with the monitoring phase of the payroll for November. The productive payroll for November is scheduled for November 25.

i Note

A process step can be configured to start automatically (if the previous step is completed) and to be automatically confirmed (once the execution is complete). In this case, you don't have to manually start and confirm the step.

1. Generate test payroll results and simulate posting: On November 5, you start the team monitoring process for November with due date November 25.
To do so, you display your process overview and go to tab [Upcoming Processes](#). You start the team monitoring process with due date November 25, then find the process on the [Active Processes](#) tab, and start process step 1 to generate test payroll results.
As process step 1 is configured to complete automatically in this example, after the process step is executed without errors, it's completed automatically. And the system automatically starts process step 2 based on configuration to simulate posting using the test payroll results.
2. Generate check results for employees: After a few minutes, you want to generate check results for all employees based on the test payroll data and the posting simulation result.
To do so, on the [Active Processes](#) tab of your process overview, you find the team monitoring process with due date November 25. You complete process step 2 and then start process step 3 to generate check results for employees.
3. Trigger automatic assignment of alerts to teams and monitor alerts: On November 8, you display the section [Active Processes](#) of your process overview and find the team monitoring process for November with, for example, 300 alerts. You complete process step 3 and start process step 4 to automatically assign alerts to teams.
As a result, the 300 alerts are automatically distributed to the four teams based on the team criteria that have been predefined.



- Team Blue: Alerts raised by policy 1 for payroll area XX01 are automatically assigned to Team Blue.
- Team Green: Alerts raised by policy 1 for payroll area XX02 are automatically assigned to Team Green.
- Team Orange: Alerts raised by policy 1 for payroll area XX03 are automatically assigned to Team Orange.
- Team Purple: Alerts raised by policy 2 for all payroll areas are automatically assigned to Team Purple.

The team leads of the teams check the assigned alerts in My Teams and further assign the alerts to their team members for processing. The team members process their assigned alerts in My Alerts.

4. Repeat the team monitoring process: On November 8, you want to see how the alerts are being resolved. You go again to tab [Active Processes](#) within your process overview and select the team monitoring process for November.
 1. On the Process Steps page, you select the first process step ([Create test payroll results](#)) and choose [Repeat](#).
 2. Navigate to the step details of the process step you selected and click [Start](#) to generate the test payroll results.
 3. If needed, navigate to the step details of the process step you selected and choose [Confirm](#) to complete the step.
 4. Start the next process step by using the [Start](#) button of that step, and proceed with the rest of the process steps in the process.

This allows you to repeat all process steps, beginning with the step you selected. After the system has updated the check results, the number of alerts that are shown on the monitoring step goes down, for example, to 100. You can execute this repetition as many times as necessary in order to get the current status of the check results.
5. Complete the team monitoring process: On November 25, you select again this process within the [Active Processes](#) tab and see that all alerts have been resolved ([No alerts](#) is displayed). You double-click the process and navigate to the monitoring step. There you can confirm the step.

If you confirm this last process step, the system completes the entire process. As all of the payroll relevant alerts have been solved during the monitoring process, you can assume that no or few alerts arise during the productive payroll run.

Parent topic: [Monitoring Processes \[page 366\]](#)

Related Information

[Monitoring Processes \[page 366\]](#)

[Team Collaboration and Team Monitoring \[page 806\]](#)

[\(For Team Monitoring Processes\) Pausing or Starting Teams for Alert Processing \[page 804\]](#)

[Productive Payroll Processes \[page 374\]](#)

16.1.3.2 Productive Payroll Processes

Productive processes are executed after the monitoring or team monitoring payroll process. The monitoring or team monitoring payroll has been run to detect issues with master data and simulation payroll data as early as possible, so that a productive payroll can be run with the fewest issues or alerts.

Definition

The following steps are typically part of a productive payroll process:

1. Open payroll (release payroll control record for payroll).
2. Generate payroll results.
3. Simulate posting.
4. Generate check results.
5. Assign alerts and monitor the resolution of the alerts. This step is called Monitoring.

i Note

In the productive payroll process, as most or all of the issues should have been fixed in the monitoring or team monitoring process, few or no issues or alerts are expected. In addition, in the productive payroll process, authorization is controlled more strictly than the monitoring or team monitoring process. Therefore, monitoring and team monitoring processes have more flexibility while the productive payroll processes have stricter control.

Feature	Available for Monitoring Processes	Available for Team Monitoring Processes	Available for Productive Payroll Processes
In <i>My Processes</i> app			
Alerts are assigned automatically to teams based on the predefined team criteria.	No	Yes	No
Alerts that don't meet the criteria of any team are unsigned or assigned automatically to a default team.			
Payroll process manager can choose to pause the alert processing by a team.	No	Yes	No
Payroll process manager can assign default processors for alerts raised from validation rules of specified policies.	Yes	No	No
Payroll process manager can assign alerts to processors.	Yes	No	Yes
In <i>My Alerts</i> app, payroll administrators can do the following:			
Mark an alert as Resolved or Solution Applied	Yes	Yes	Yes

Feature	Available for Monitoring Processes	Available for Team Monitoring Processes	Available for Productive Payroll Processes
Recheck or validate an alert after changing employees' master data After payroll administrators update employees' master data in Employee Central, they can recheck or validate an alert after the master data is replicated from the Employee Central system to the Employee Central Payroll system. For more information, see Setting Up the Point-to-Point Integration [page 104] .	Yes	Yes	No
Pick up unassigned alerts	Yes	Yes	No
Forward an alert to another processor or another team	Yes (to another payroll administrator)	Yes (to another team only when certain conditions are met. See Processing Alerts in My Worklists [page 820])	No
Forward an alert to the unassigned queue	Yes	Yes	Yes

- Exit payroll.

Example

This example continues the previous example of a monitoring process or a team monitoring process.

Note

A process step can be configured to start automatically (if the previous step is completed) and to be automatically confirmed (once the execution is complete). In this case, you don't have to manually start and confirm the step.

- On November 25, you, as a payroll process manager, want to start your productive payroll process. On the [Upcoming Processes](#) tab of your process overview, you select your process and choose Start. Then you go to the [Active Processes](#) tab, select your process, and start the process steps in sequence.
The system executes and confirms process steps 1, 2 and 3 mentioned above automatically, as long as there are no errors that prevent the system from continuing the process. If there's an error (for example, the payroll job is canceled), the system stops at this step (for example, Productive payroll run) and an error message is displayed. In this example, we assume that there are no errors that prevent the system from continuing the process.
- On the next day, November 26, you go to section [Active Processes](#) of your process overview and select the productive payroll process for November you started the day before. In this way, you navigate to the Initiate Policies step (process step 4), which is automatically started in this example. If there's no error, choose Confirm to confirm this process step 4 and then start process step 5 to distribute alerts and monitor the alert processing.

3. In the monitoring step of the productive payroll process: As many alerts have already been corrected during the monitoring process, you can assume that only few alerts arise here, for example, alerts originated in wrong employee data or alerts due to last-minute employee data changes. Assume that only 5 such alerts have been detected in the Monitoring step of the productive payroll process.
 1. In a productive payroll process, the system doesn't propose any assignment of alerts to processors (payroll administrators). You, as a payroll process manager, have to assign these last alerts to specific processors (payroll administrators).

i Note

By assigning alerts, you not only assign worklists to these specific processors (payroll administrators), but also entitle only them to change master data and only for the employees with alerts, although the payroll control record remains released for payroll.

2. After some time (for example, 2 hours), you go again to the [Active Processes](#) section of your process overview, you select the productive payroll process for November. You navigate to the [Run Payroll](#) step. You choose [Repeat](#) and then [Start](#) to rerun the productive payroll.

The system gives you the choice to repeat the step for all employees or only for employees who had alerts. You choose, for example, only the erroneous ones. The system then executes the payroll for the selected employees and updates the check results.

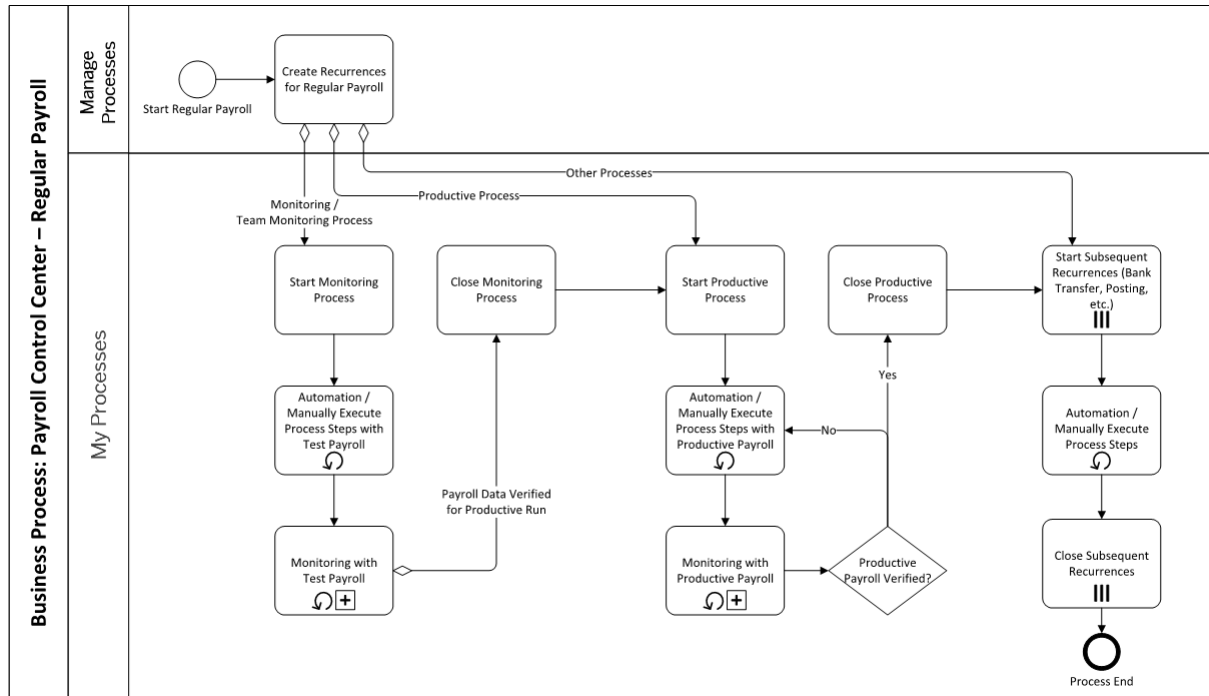
i Note

As soon as you choose [Repeat](#), the worklists and authorizations of the processors are no longer valid. That is, the processors can't continue to work on the alerts.

In this example we assume that now all alerts have been resolved, the monitoring step shows 0 alerts. You can now confirm the monitoring step.

4. Once you confirm this monitoring step, the system executes the last step of this process Exit Payroll automatically based on the step configuration and completes the entire process.

Business Process for Productive Payroll Processes



- [Creating Payroll Processes in Manage Processes \[page 767\]](#)
- [Managing Payroll Processes \[page 784\]](#)
- [Configuring Step Templates \[page 599\]](#)
- [Monitoring Step with Productive Payroll Result \[page 798\]](#)

Related Information

[Monitoring Processes \[page 366\]](#)

[Monitoring Processes \[page 366\]](#)

[Team Monitoring Processes \[page 369\]](#)

16.1.3.3 Other Processes

A process of the Others category groups the subsequent activities after a regular productive payroll run.

Definition

Processes compose of subsequent activities after the productive payroll process:

- Create pay slips
- Print pay slips

Example

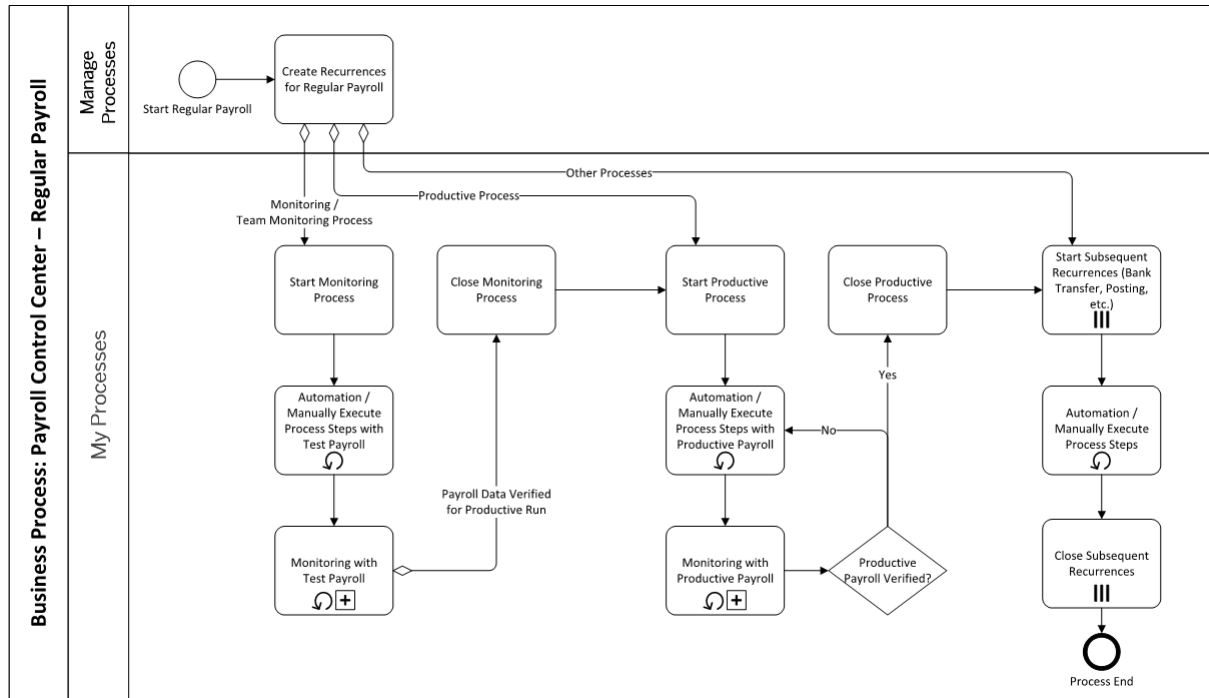
This example continues the example in the productive payroll process.

i Note

A process step can be configured to start automatically (if the previous step is completed) and to be automatically confirmed (once the execution is complete). In this case, you don't have to manually start and confirm the step.

1. On November 27, you, as a payroll process manager, want to start the process to print pay slips. On the [Upcoming Processes](#) tab of your process overview, you select your process [Print Pay Slips](#) and choose [Start](#). The system initiates the first process step [Create Pay Slips](#) automatically. In this example, we assume that there are no errors during this step execution.
2. On the next day, November 28, you go to [Active Processes](#) of your process overview and select the process. You navigate to the [Create Pay Slips](#) step to check the results. If everything is correct, you can confirm the step and then start the next process step to print pay slips.
Printing pay slips is a manual step. Now, you inform your Data Center that the pay statements can be printed and sent to the employees.
3. Once the Data Center informs you that all pay statements have been printed and sent to the employees, you can confirm the process step.
The system automatically finishes the process [Print Pay Slips](#) and moves it to [Completed Processes](#).

Business Process for Other Processes



- [Creating Payroll Processes in Manage Processes \[page 767\]](#)
- [Managing Payroll Processes \[page 784\]](#)
- [Configuring Step Templates \[page 599\]](#)
- [Monitoring Step with Productive Payroll Result \[page 798\]](#)

16.1.3.4 Planned Off-Cycle Productive Payroll

A planned off-cycle productive payroll (PO) process is the productive payroll for planned off-cycle. It includes selection of employees for whom the planned off-cycle payroll is to be run and the actual off-cycle payroll run for the selection of employees.

Planned off-cycle processes can be expected and planned, such as year-end bonus. They can be recurrent and are managed like regular processes in [My Processes](#).

Planned off-cycle processes are divided into the following types:

- **Planned Off-Cycle: Productive Payroll (PO)**
PO processes are productive payroll processes for planned off-cycle payroll. It includes selection of employees for whom the planned off-cycle payroll is to be run and the actual off-cycle payroll run for the selection of employees.
Technically, PO processes are processes assigned to process templates with the category [Planned Off-Cycle - Productive Payroll \(PO\)](#).

- **Planned Off-Cycle: Others (OO)**

OO processes define the subsequent activities for the PO processes. An OO process may include bank transfer and posting for the same employees that have been selected in the PO process.

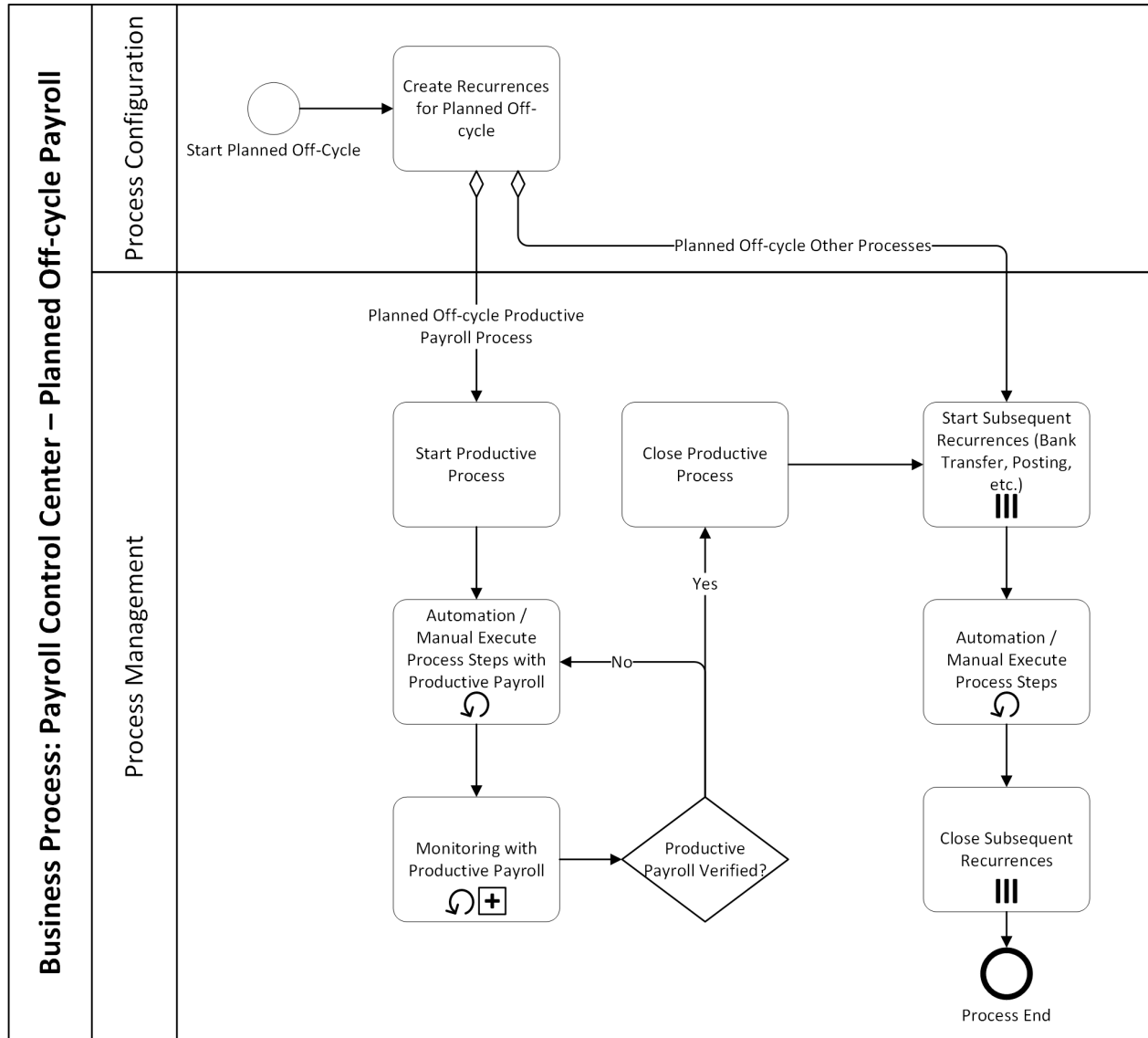
Technically, OO processes are processes assigned to process templates with the category *Planned Off-Cycle - Others (OO)*.

The PO process is the parent process for the corresponding OO process. The PO process is performed for a specific pay date, a specific off-cycle reason, and a specific set of employees. The subsequent activities for the PO process is performed for the same pay date, the same off-cycle reason, and the same set of employees.

The following steps are typically part of a productive payroll process:

1. Run payroll to get payroll results of employees.
2. Simulate posting for the off-cycle payroll run.
3. Initiate policies to check the payroll results.
4. Assign alerts to payroll administrators or teams, and monitor the resolution of the alerts. This step is called Monitoring.

Business Process for Planned Off-Cycle Productive Payroll



- [Creating Planned Off-Cycle Productive Payroll Processes in Manage Processes \[page 770\]](#)
- [Managing Payroll Processes \[page 784\]](#)
- [Configuring Step Templates \[page 599\]](#)
- [Monitoring Step with Productive Payroll Result \[page 798\]](#)

Related Information

[Ad Hoc Off-Cycle \[page 384\]](#)

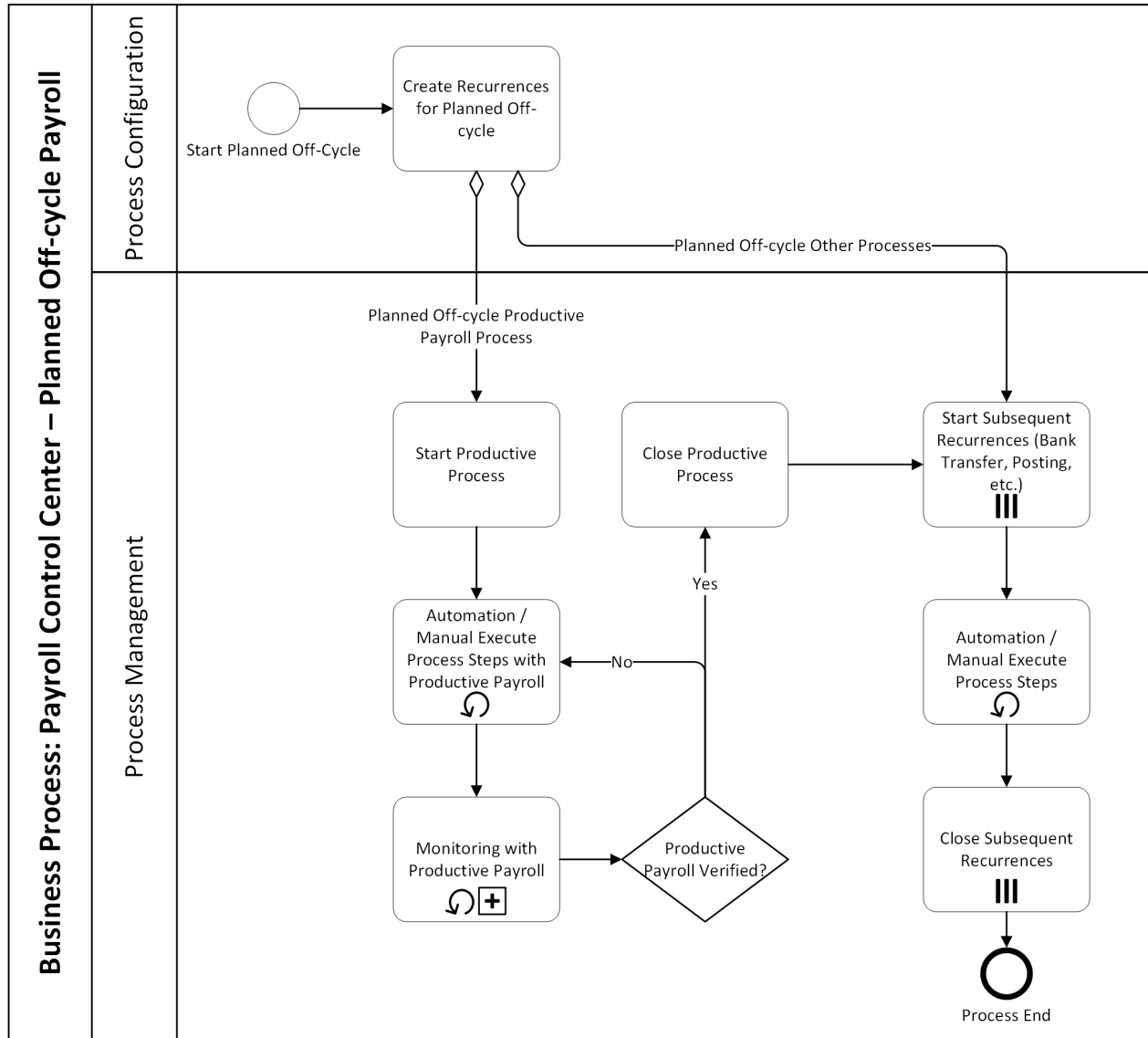
16.1.3.5 Planned Off-Cycle Others

Planned off-cycle others are the subsequent activities for the parent PO process. An OO process may include bank transfer and posting for the same employees that have been selected in the PO process.

This type includes the following processes:

- Process for Subsequent Planned Off-Cycle Posting
 1. Create Posting Documents (Off-Cycle)
 2. Release Posting Document (Off-Cycle)
 3. Transfer Posting Document (Off-Cycle)
- Process for Subsequent Planned Off-Cycle Bank Transfer
 1. Create Pay Slip (Off-Cycle)
 2. Print Pay Slip
- Process for Subsequent Planned Off-Cycle Pay Slip
 1. Create Pre-DME File (Off-Cycle)
 2. Create DME File (Off-Cycle)
 3. Send DME File

Business Process for Planned Off-Cycle Others



- [Creating Planned Off-Cycle Other Process in Manage Processes \[page 772\]](#)
- [Managing Payroll Processes \[page 784\]](#)
- [Configuring Step Templates \[page 599\]](#)

Related Information

[Planned Off-Cycle Productive Payroll \[page 379\]](#)

[Sample Step Templates in Payroll Control Center \[page 712\]](#)

16.1.3.6 Ad Hoc Off-Cycle

Ad hoc off-cycle requests can be created on a single employee basis using the [My Off-Cycles](#) application. A successfully created ad hoc request includes off-cycle payroll run and registration to an upcoming subsequent ad hoc off-cycle (AO) process. An AO process processes all the registered ad hoc off-cycle request with steps for bank transfer, posting and pay slip.

The following steps are typically part of an ad hoc off-cycle process:

1. Create Posting Documents (Off-Cycle)
2. Release Posting Document (Off-Cycle)
3. Transfer Posting Document (Off-Cycle)
4. Create Pay Slip (Off-Cycle)
5. Print Pay Slip
6. Create Pre-DME File (Off-Cycle)
7. Create DME File (Off-Cycle)
8. Send DME File

Business Process for Ad Hoc Off-Cycle



- [Creating Ad Hoc Off-Cycle Other Processes in Manage Processes \[page 774\]](#)
- [Creating Ad Hoc Off-Cycle Requests \[page 777\]](#)
- [Managing Payroll Processes \[page 784\]](#)
- [Configuring Step Templates \[page 599\]](#)

Related Information

[Planned Off-Cycle Productive Payroll \[page 379\]](#)

[Sample Step Templates in Payroll Control Center \[page 712\]](#)

16.2 Implement Payroll Control Center

Learn about the options you have for implementing Payroll Control Center.

[\(Recommended\) Configure Payroll Control Center Using Manage Configuration and Configuration Workbench \[page 386\]](#)

Use the *Manage Configuration* application to create validation rules, KPIs, and analytics so that you or a business user can later on update them or create new ones based on the changing business needs.

[Configure Payroll Control Center in Configuration Workbench \[page 522\]](#)

Previously you had to go through a dozen of Customizing activities in order to set up Payroll Control Center in Employee Central Payroll. Now you can use Configuration Workbench as a one single point of entry to do so, because Configuration Workbench simplifies the configuration by integrating the function of these Customizing activities.

[Setting Up Authorization for Payroll Control Center \[page 674\]](#)

Use transaction `PF03` to set up authorization for users of Payroll Control Center so that they can access the corresponding applications.

[Running the Admin Transaction Report \[page 689\]](#)

Use the *Admin Transaction Report* (`PYC_ADMIN_TRANSACTION`) to perform various administrative tasks for Payroll Control Center. For example, you can specify which predefined daemon jobs are to be run, at what frequency, and using the authorization of which batch user.

[Managing Daemon Jobs Centrally for Payroll Control Center \[page 699\]](#)

As of release `EA-HRRXX 608 SPB2`, you can use the Central Daemon Report of Payroll Control Center (`PYC_CENTRAL_DAEMON`) to trigger the daemon processes of different systems and clients on demand from a central system and client.

[Standard Delivery of Payroll Control Center \[page 707\]](#)

In most cases, you don't need to create an object from scratch. The SAP standard delivery includes sample objects that can be used as base. We strongly recommend that you copy from these sample objects and make your own changes based on your needs. Don't use the sample objects directly, because if you use them directly, later changes by SAP to these pre-delivered objects will cause inconsistency or errors in your system.

[Supporting Tools \[page 722\]](#)

Supporting tools help you to use Payroll Control Center more easily and more simply and help you to find and fix issues during processing of Payroll Control Center.

[Technical Details \[page 741\]](#)

This section introduces the concepts and terms that are crucial for the understanding, implementation and use of Payroll Control Center.

16.2.1 (Recommended) Configure Payroll Control Center Using Manage Configuration and Configuration Workbench

Use the [Manage Configuration](#) application to create validation rules, KPIs, and analytics so that you or a business user can later on update them or create new ones based on the changing business needs.

Use Cases

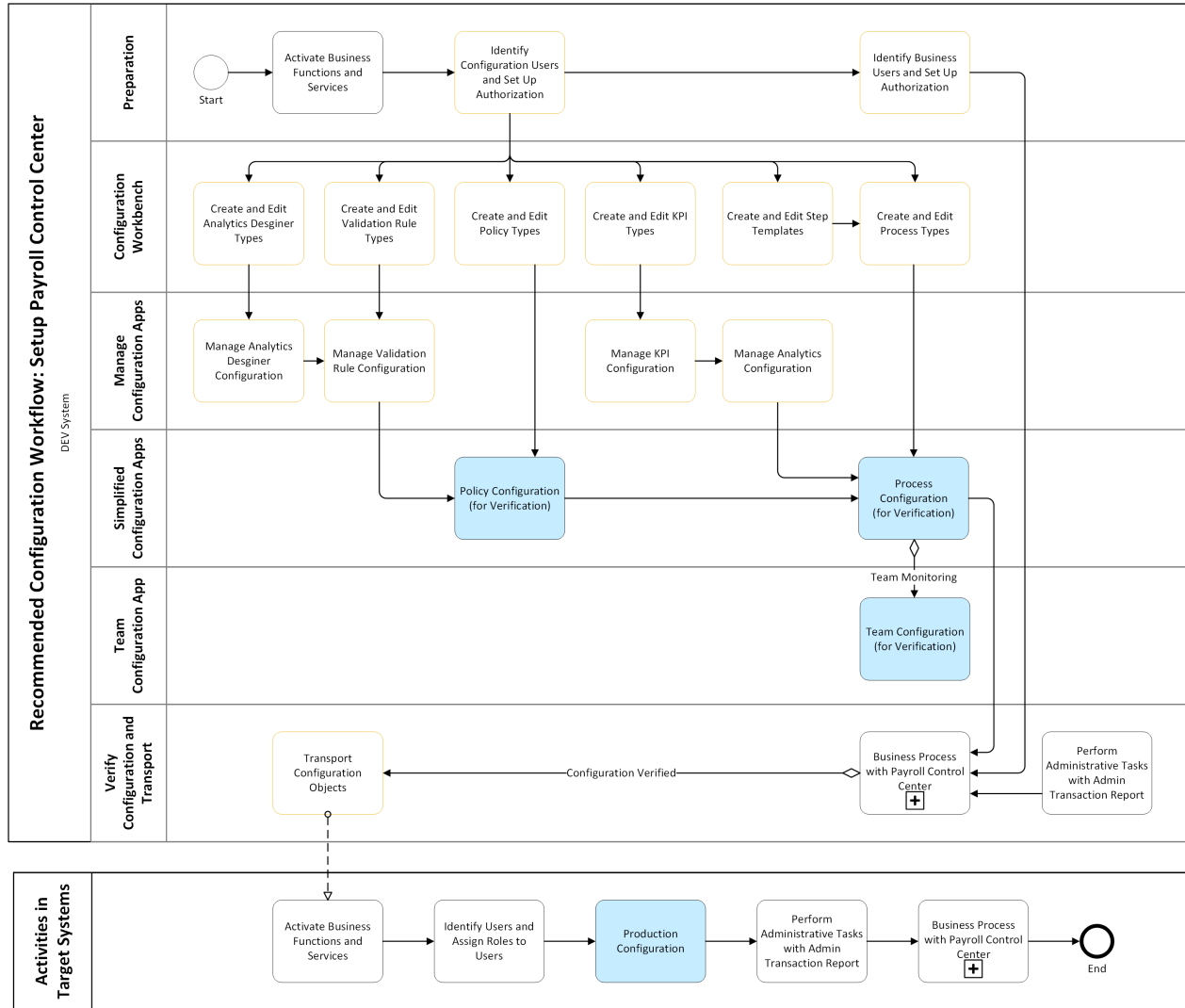
❖ Example

Because of a legal change, a new type of employee master data is required for a payroll run. A business user can use Manage Configuration to create a validation rule to check that all the required master data have been maintained.

❖ Example

Previously, you set a red indicator in analytics if the total gross payment is higher than X. Now, because of the company growth, a business user can use Manage Configuration to update the analytics to increase the threshold value to Y.

Recommended Configuration Workflow of Payroll Control Center



- [Activating the Manage Configuration Application \[page 399\]](#)
- [Setting Up Authorization for Payroll Control Center \[page 674\]](#)
- [Setting Up Authorization for Payroll Control Center \[page 674\]](#)
- [Configuring Validation Rule Types in Configuration Workbench \[page 455\]](#)
- [Configuring Policy Types \[page 508\]](#)
- [Configuring KPI Types in Configuration Workbench \[page 482\]](#)
- [Configuring Step Templates \[page 503\]](#)
- [Configuring Process Types \[page 510\]](#)
- [Configuring Validation Rules in Manage Configuration \[page 470\]](#)
- [Configuring KPIs in Manage Configuration \[page 485\]](#)
- [Configuring Analytics in Manage Configuration \[page 495\]](#)

- [Creating Policies in Manage Policies \[page 517\]](#)
- [Creating Payroll Processes in Manage Processes \[page 519\]](#)
- [Setting Up Teams \[page 812\]](#)
- [Running the Admin Transaction Report \[page 689\]](#)
- [Running the Admin Transaction Report \[page 689\]](#)
- [Activating the Manage Configuration Application \[page 399\]](#)
- [Setting Up Authorization for Payroll Control Center \[page 674\]](#)
- [Use Payroll Control Center \[page 761\]](#)
- [Use Payroll Control Center \[page 761\]](#)
- [Configuring Analytics Designer Type in Configuration Workbench \[page 420\]](#)
- [Analytics Designer in Manage Configuration \[page 426\]](#)







Task	High-Level Steps	Description
1	Preparation: <ol style="list-style-type: none"> 1. Activate business functions and services. 2. Set up authorization for configuration users and business users. 	<ol style="list-style-type: none"> 1. See Activating the Manage Configuration Application [page 399] and Setting Up Authorization for Payroll Control Center [page 674]. 2. Setting Up Authorization for Payroll Control Center [page 674]

Task	High-Level Steps	Description
2	<p>In Configuration Workbench, create the following types of objects:</p> <ul style="list-style-type: none"> Validation rule types, KPI types, and analytics designer types Validation rule types and KPI types are used to create validation rules and KPIs in Manage Configuration. Analytics designer types are used to create root cause analysis (to be assigned to validation rules) and KPI details (to be assigned to KPIs) in Manage Configuration. <div> <p>Note</p> <p>Some sample logic for validation rule types and KPI types is delivered to support certain scenarios. If you need some customized logic to support more dimensions, results, and root cause analyses, you need to enhance the logic implementation. For more information about the implementation details, see attachments in SAP Note 3048619.</p> </div> <ul style="list-style-type: none"> Step templates Sample step template Initiate Policies (PYP_TSK_INIT_POLICIES) is delivered to support validation rules created in Manage Configuration. Policy types Policy types are used to create policies in Manage Policies. Process types Process types are used to create processes in Manage Processes. <div> <p>Note</p> <ul style="list-style-type: none"> The legacy validation rules (that is, validation rules created in Configuration Workbench) and those created in Manage Configuration application can only be used in separate policies and processes. Therefore, if you have validation rules, KPIs, or analytics created without using Manage Configuration, you need to create new policy types and process types in order to use these objects created in Manage Configuration. In Configuration Workbench, when you create objects such as policy types and process types, you select a checkbox on the Basic Information tab to specify that the validation rules and KPIs created in Manage Configuration are to be used. </div>	<ul style="list-style-type: none"> Configuring Analytics Designer Type in Configuration Workbench [page 420] Configuring Validation Rule Types in Configuration Workbench [page 455] Configuring KPI Types in Configuration Workbench [page 482] Configuring Step Templates [page 599] (Recommended) Option A: Configure Policy Types and Process Types in Configuration Workbench [page 613]

Task	High-Level Steps	Description
3	<p>In Manage Configuration, create the following types of objects:</p> <ul style="list-style-type: none"> Analytics designer (based on analytics designer types created in Configuration Workbench in Task 2) Validation rules (based on validation rule types created in Configuration Workbench in Task 2) If you have legacy validation rules (that is, validation rules created outside of Manage Configuration), you can use the migration report <code>PYC_CONVERT_VR_TO_TSK</code> to migrate these validation rules so that they can be displayed and edited in Manage Configuration. KPIs (based on KPI types created in Configuration Workbench in Task 2) Analytics 	<ul style="list-style-type: none"> Analytics Designer in Manage Configuration [page 426] Configuring Validation Rules in Manage Configuration [page 470] Converting Legacy Validation Rules [page 481] Configuring KPIs in Manage Configuration [page 485] Configuring Analytics in Manage Configuration [page 495]
4 (Optional in development and testing system)	<ol style="list-style-type: none"> In Manage Policies, create policies based on policy types created in Configuration Workbench in Task 2 and validation rules created in Task 3. In Manage Processes, create processes and process recurrences based on process types created in Configuration Workbench in Task 2 and analytics created in Task 3. For Team Monitoring processes, set up teams in Manage Teams for automatic distribution of alerts to teams. 	<ul style="list-style-type: none"> Creating Policies in Manage Policies [page 765] Creating Payroll Processes in Manage Processes [page 767] Setting Up Teams [page 812]
	<div> <div>i Note</div> <p>Unlike the objects created in Configuration Workbench and Manage Configuration, which can be transported from one system to another, the policies, processes, and teams created using their respective configuration apps can't be transported. Therefore, you can create them in the development or testing system for testing your configuration. In the end, these policies, processes, and teams must be created in the production system.</p> </div>	
5	Perform administrative tasks by running the Admin Transaction Report (<code>PYC_ADMIN_TRANSACTION</code>).	Running the Admin Transaction Report [page 689]

Task	High-Level Steps	Description
6	<p>After you've tested and verified the configuration of Payroll Control Center, repeat the same process in the production system with the exception that, instead of creating the transportable objects again, you transport them to the production system using a request.</p> <ol style="list-style-type: none"> 1. Activate business functions and services in the production system. 2. Set up authorization for configuration users and business users. 3. Transport the objects created in Configuration Workbench and Manage Configuration. 4. Set up policies in Manage Policies, processes in Manage Processes, and teams (for Team Monitoring processes) in Manage Teams. 5. Perform administrative tasks by running the <i>Admin Transaction Report</i> (PYC_ADMIN_TRANSACTION). 	<ol style="list-style-type: none"> 1. Activating the Manage Configuration Application [page 399] and Activating Configuration Workbench for Payroll Control Center [page 391] 2. Setting Up Authorization for Payroll Control Center [page 674] 3. No link 4. <ol style="list-style-type: none"> 1. Creating Policies in Manage Policies [page 765] 2. Creating Payroll Processes in Manage Processes [page 767] 3. Setting Up Teams [page 812] 5. Running the Admin Transaction Report [page 689]

Related Information

[SAP Note 3191351](#) 
[SAP Note 3048619](#) 
[SAP Note 3090539](#) 
[SAP Note 3191351](#) 
[SAP Note 3048619](#) 
[SAP Note 3090539](#) 

16.2.1.1 Activating Configuration Workbench for Payroll Control Center

In order to set up and use Payroll Control Center, you need to activate relevant business functions and enable declustering to store test payroll results.

Procedure

1. Check required Software Components:

Software Component	Release	SP Level	Comments
SAP_HR and EA-HR	608	80 or above	Release 608 is equivalent to HR Renewal 2.0
SAP_UI	751	--	SAPUI5 version 1.65.x or above
			i Note As of Synchronization Support Package EA-HR SPB2, the UI theme of Payroll Control Center SAPUI5 applications has been upgraded to SAP_FIORI_3, which requires the SAPUI5 version to be upgraded to 1.65 or above. See SAP Note 3260405 .
SAP_GWFND	740	0010 or above	--

2. Activate business functions in Customizing activity *Activate Business Functions* or transaction SFW5:

If the business function *Payroll Control Center Simplified Configuration* (HCM_LOC_CI_92) is activated, a business user can create policies and processes directly in the production system by using the Manage Policies and Manage Processes applications of Payroll Control Center.

Business Function	Description	Mandatory	Comments (SAP Note)
HCM_LOC_CI_110	Payroll Control Center: Storage of Test Payroll Results in Cluster Tables	No	2967001 - Enable Simulate Posting with Test Payroll Result
HCM_LOC_CI_107	Payroll Control Center: Configuration Workbench	Yes	2906677 - Configuration Workbench
	i Note This business function is set as a milestone. It contains the switches of all earlier mandatory business functions of Payroll Control Center, from HCM_LOC_CI_89 to HCM_LOC_CI_107.		

Business Function	Description	Mandatory	Comments (SAP Note)
HCM_LOC_CI_103	Payroll Control Center: Integration of Unassigned Alerts into My Alerts	Yes	2639442 - Team Alert Feature in Alert Management
HCM_LOC_CI_101	Payroll Control Center: Manage Teams and My Teams	Yes	2550639 - Team Monitoring Features
HCM_LOC_CI_100	Payroll Control Center: Off-Cycle Enablement	No	2479856 - Off-Cycle Enablement and business function 2513108 - Corrections for My Off-Cycles 2549895 - Additional off-cycle reasons for My Off-Cycles
HCM_LOC_CI_99	Payroll Control Center: My Alerts and Unassigned Alerts	Yes	2458732 - My Alerts and Unassigned Alerts Applications and business function
HCM_LOC_CI_97	Payroll Control Center New Process Manage	Yes	2410907 - New My Processes and business function
HCM_LOC_CI_95	Payroll Control Center New Action Log Viewer	Yes	2390509 - Audit Trail (Action Log Viewer) and business function
HCM_LOC_CI_92	Payroll Control Center Simplified Configuration	No, but highly recommended)	2309518 - Simplified Configuration Enabled and business function
HCM_LOC_CI_89	Payroll Control Center 1605	Yes	1605 HRSP 0028 <ul style="list-style-type: none"> 2270814 - Event Handler 2270764 - Data Lifecycle Management for PCC Data 2268854 - New Result Detail Type for Wage Type Difference 2270769 - Business Function
HCM_LOC_CI_88	Payroll Control Center 05	Yes	1602 HRSP 0025 <ul style="list-style-type: none"> 2234541 - Process Context and business function 2229082 - Fiori Enablement and Policy Filter








Note

This business function is set as a milestone. It contains the switches of all earlier mandatory business functions of Payroll Control Center, from HCM_LOC_CI_50 to HCM_LOC_CI_88.

Business Function	Description	Mandatory	Comments (SAP Note)
HCM_LOC_CI_81	Payroll Control Center 04	Yes	HR Renewal 2.0 Feature Pack 4
HCM_LOC_CI_76	Payroll Control Center 03	Yes	HR Renewal 2.0 Feature Pack 3
HCM_LOC_CI_79	Payroll Log Storage	Yes	HR Renewal 2.0 Feature Pack 3
HCM_LOC_CI_75	HCM Declustering for Concurrent Employment Payroll Result	No	Optional - Required only if CE payroll result is needed
HCM_LOC_CI_72	Payroll Control Center 02	Yes	HR Renewal 2.0 Feature Pack 2
HCM_LOC_CI_68	Payroll Control Center for the Payroll Process Manager	Yes	HR Renewal 2.0 Feature Pack 1
HCM_LOC_CI_63	Authorization Framework for transparent PY data	Yes	HR Renewal 2.0 Feature Pack 0
HCM_LOC_CI_62	Payroll Data Source Framework	Yes	HR Renewal 2.0 Feature Pack 0
HCM_LOC_CI_50	HCM Declustering Tools	Yes	HR Renewal 2.0 Feature Pack 0

3. Activate SAPUI5 applications.

- a. Start transaction SICF.

You can also access this transaction from SAP Easy Access menu under  [SAP Menu](#)  [Tools](#)  [Administration](#)  [Administration](#)  [Network](#)  [HTTP Service Hierarchy Maintenance](#) .

- b. Find the OData service for each SAPUI5 application, right-click each service, and choose [Activate Service](#).

SAPUI5 Application	Service Path
Manage Teams	/sap/bc/ui5_ui5/hrpy_pcc_tm_1
My Teams	/sap/bc/ui5_ui5/hrpy_pcc_mc_1
My Processes	/sap/bc/ui5_ui5/hrpy_pcc_proc_3
My Alerts	/sap/bc/ui5_ui5/sap/hrpy_pcc_errm_2
Unassigned Alerts	/sap/bc/ui5_ui5/sap/hrpy_pcc_em_t_2
Manage Policies	/sap/bc/ui5_ui5/sap/hrpy_pcc_conf_2
Manage Processes	/sap/bc/ui5_ui5/sap/hrpy_pcc_conf_1
My Off-Cycles	/sap/bc/ui5_ui5/sap/hrpy_pcc_oc_1
Audit Trail	/sap/bc/ui5_ui5/sap/hrpy_pcc_al_2

4. Activate OData services.

- a. Navigate to Customizing for SAP Netweaver under ► [Gateway](#) ► [OData Channel](#) ► [Configuration](#) ► [Connection Setting](#) ► [SAP NetWeaver Gateway to SAP System](#) ► [Manage SAP System Aliases](#) ►.

The SAP system is the destination business system that provides data. If the destination system and client is the current system and client, use LOCAL as SAP System Alias. For more information, see the system documentation for the Customizing activity.

- b. Start transaction `/IWFND/MAINT_SERVICE` and locate the following OData services.

You can also access this transaction in Customizing for SAP Netweaver under ► [Gateway](#) ► [OData Channel](#) ► [Administration](#) ► [General Settings](#) ► [Activate and Maintain Services](#) ►.

OData Service	Technical Name
Manage Teams	PYC_TEAM_MANAGER_SRV
My Teams	PYC_TEAM_MAINT_SRV
My Processes	PYC_PROCESS_MANAGER_SRV
My Alerts	PYC_ALERT_MANAGER_SRV
Unassigned Alerts	PYC_TEAM_ALERTS_SRV
Manage Policies	PYC_CONF_SRV
Manage Processes	
My Off-Cycles	PYC_OFF_CYCLE_SRV
Audit Trail	PYC_CONT_003_SRV

- c. Add the system alias for each service and add the system alias LOCAL. Set LOCAL as the default system.
- d. Activate each service. To do so, click a service. In the ICF Nodes section, choose ► [ICF Node](#) ► [Activate](#) ► and make sure that the status indicator is green.
- e. Use the SAP Gateway Client to do a smoke test on the OData Service by executing directly the OData service request for metadata.

If the response status code is 200, then the service is ready for use.

i Note

You can use the virus scan interface to include external virus scanners in the SAP system to increase the security of your system. In this way, you can use a high-performance integration solution to scan documents that are being processed by applications for viruses. This applies both to applications delivered by SAP and to your own customer development.

For more information, see [Virus Scan Interface](#).

5. Enable declustering to store test payroll results.
 - a. In transaction `SPRO`, navigate to Customizing activity [Define Settings for Declustering Tools](#) under [Declustering Tools](#) in the relevant country/region payroll structure and define settings for declustering tools.

→ Tip

Some countries/regions use a different name for the Customizing activity specified in this step. If you can't find the Customizing activity, go to transaction SM30 and use the maintenance view V_T77DCT_OPTION instead.

- **DB Connection:** Leave this field empty.
 - **Switch Option:** The switch option decides whether payroll result is declustered synchronously or not, when payroll results are generated. If you choose *Switched on with synchronous declustering*, declustering runs synchronously each time payroll result is generated.
- b. Navigate to Customizing activity *Register Payroll Result Tables to Be Declustered* under *Declustering Tools* in the relevant country/region payroll structure and register the payroll result tables to be declustered.

→ Tip

Some countries/regions use a different name for the Customizing activity specified in this step. If you can't find the Customizing activity, go to transaction SM30 and use the maintenance view V_T77DCT_REG instead.

Recommended: Register only the necessary tables that are used in validation rules.

- c. If you use evaluation periods to store information for payroll results, navigate to the Customizing activity *Define Settings for Declustering Tools Relid CU* under ► *Payroll* ► *Payroll: International* ► *Declustering Tools* and define general declustering settings for cluster ID CU.

This step is only needed if you use table EVAL_PERIOD for productive payroll results and table EVAL_PERIOD for test payroll results.

- **DB Connection:** Leave this field empty.
 - **Switch Option:** The switch option decides whether payroll result is declustered synchronously or not, when payroll results are generated. If you choose *Switched on with synchronous declustering*, declustering runs synchronously each time payroll result is generated.
- d. If you use evaluation periods to store information for payroll results, navigate to the Customizing activity *Register Payroll Result Tables to Be Declustered Relid CU* under ► *Payroll* ► *Payroll: International* ► *Declustering Tools* and register the payroll result tables to be declustered for cluster ID CU.

Table Name in Cluster	Transparent Table	Type
EVAL_PERIOD	P2RX_EVAL_PERIOD	H (Helper Table)
T_EVAL_PERIOD	P2RX_TPY_EVAL_P	H (Helper Table)

6. To decluster existing payroll results stored in cluster table PCL2 and store the declustered data in transparent tables and the existing cluster tables, execute the *Declustering Tools - Initial Load for Payroll Result* (RPCDCT_INITIAL_LOAD).

Related Information

[Activating the Manage Configuration Application \[page 399\]](#)

16.2.1.1.1 Converting Legacy Objects for Configuration Workbench

If you have created Payroll Control Center objects using Customizing activities, you use the [Consistency Check for Existing Objects with Configuration Workbench](#) (PYC_SUPPORT_CWB_CONS_CHECK) report to check whether such existing objects are consistent with the Configuration Workbench and convert them so that you can use Configuration Workbench to display and edit the converted objects.

Context

Before release EA-HRRXX 608 SP80, you had to go through a dozen of Customizing activities in order to set up Payroll Control Center. As of release EA-HRRXX 608 SP80, you can use Configuration Workbench as a single point of entry to do so, because Configuration Workbench simplifies the configuration by integrating the function of these Customizing activities.

You can use this report to check the consistency of the following types of objects:

- Process type (if business function [Payroll Control Center Simplified Configuration](#) (HCM_LOC_CI_92) is activated)
- Process (if business function HCM_LOC_CI_92 isn't activated)
- Configuration type

Configuration types supported in Configuration Workbench including the following:

- Analytics chart
- Analytics
- Step template
- Validation rule
- Policy type and process type (if business function HCM_LOC_CI_92 is activated)
- Policy and process (if business function HCM_LOC_CI_92 isn't activated)

Procedure

1. In the development system, use transaction code SE38, enter program name PYC_SUPPORT_CWB_CONS_CHECK, and choose the Execute icon in the application toolbar.
2. Enter the relevant information on the selection screen and then choose the Execute icon in the application toolbar.

Field / Checkbox	Description
Search by Process Types	<p>This option is displayed if business function HCM_LOC_CI_92 is activated.</p> <p>If you select this option, the report checks the specified process types, as well as the step templates and policy types that have been assigned to these process types.</p> <p>If you select this option, you can further specify the ID or IDs of the process type that you want to check. If you don't specify the process type ID, then the report checks all existing process types in the system.</p>
Search by Processes	<p>This option is displayed if business function HCM_LOC_CI_92 isn't activated.</p> <p>If you select this option, the report checks the specified processes, as well as the objects that have been assigned to these processes, such as policies, validation rules, step templates, analytics, and analytics charts.</p> <p>If you select this option, you can further specify the ID or IDs of the processes that you want to check. If you don't specify the process ID, then the report checks all existing processes in the system.</p>
Search by Configuration Type	<p>If you select this option, you can select which configuration type you want to check.</p> <ul style="list-style-type: none"> You can select one or more configuration types and then further specify the object ID. If you don't select any configuration type, the report checks all configuration types. If you don't specify an ID or ID range, the report checks all existing objects of the specified types. <p>Different from the previous two options, if you select the configuration type of Process Type or Process, the report checks the specified process types or processes, but not the objects that have been assigned to them.</p>
Display Inconsistent Objects Only	By default, the report displays all the specified objects in the output. If you choose this option, the report displays the inconsistent objects only.

The output screen displays the following columns:

Column	Description
Object type	<p>If you selected Search by Process Types or Search by Processes, you can expand each node to see the objects that are assigned to the process type or process.</p> <p>If you selected Search by Configuration Type, you can expand each node of configuration type to see the list of objects of that type.</p>
Status	<ul style="list-style-type: none"> Checked; OK This is indicated by a green check mark, meaning that the object and all of its subnodes are consistent with Configuration Workbench. Incomplete; critical This is indicated by a cross mark, meaning that the object or at least one of its subnodes is inconsistent with Configuration Workbench and needs to be adjusted.
Object Name / Messages	This column displays the name of the object or a message text explaining the inconsistent configuration. For a message, you can click the information icon in the Status column to display the long text, if any.

- For items that have status *Incomplete; critical*, as indicated by a cross mark, expand the node to see the messages.

Status	Action
If you see an exclamation mark, follow the instructions to manually edit the configuration.	You can click the object ID, and the system directs you to the object in Configuration Workbench.
If you see a Z (Transfer) icon, it means that the inconsistency can be fixed by the report automatically.	<p>For such items, the report can fix the inconsistency automatically. Take the following steps:</p> <ol style="list-style-type: none">Choose the <i>Convertible Items</i> button in the application toolbar.For each item listed, you can choose the icon in the <i>Solution</i> column to find out the solution provided by the report.If the solution provided is not OK for you, you can leave the item and manually adjust the relevant configuration later.If the solution is OK for you, select the item and then choose <i>Apply Solution</i> in the application toolbar. <p>The system prompts a message that once the solution is applied, the relevant configuration is updated automatically and can't be reverted back.</p> <p>Result</p> <p>After the solution is applied, the status of the item becomes OK, indicated by a green check mark in the <i>Status</i> column.</p>

16.2.1.2 Activating the Manage Configuration Application


Activate relevant business functions and services so that you can use Manage Configuration, in addition to Configuration Workbench, to set up Payroll Control Center.

Prerequisites





Manage Configuration must be used together with Configuration Workbench. Make sure you've activated Configuration Workbench. See [Activating Configuration Workbench for Payroll Control Center \[page 391\]](#).

Procedure

- Check required Software Components:

Software Component	Release	Support Package Level	Comments
SAP_HR and EA-HR	608	See SAP Note 3048619  .	Release 608 is equivalent to HR Renewal 2.0
SAP_UI	7.54	SP2	With SAPUI5 version 1.71 latest patch
SAP_GWFND	740 and above with the latest patch	--	--

2. Activate business functions in Customizing activity [Activate Business Functions](#) or transaction SFW5:








Business Function	Description	Mandatory	Comments (SAP Note)
HCM_LOC_CI_114	Payroll Control Center: Manage Configuration (Analytics)	Yes	3090539  - Payroll Control Center: Manage Configuration - Analytics
HCM_LOC_CI_109	Payroll Control Center: Manage Configuration (Validation Rules and KPIs)	Yes, if you want to use Manage Configuration.	3191351  - Payroll Control Center: Manage Configuration for Analytics Designer 3048619  - New Validation Rule and KPI Configuration Application
HCM_LOC_CI_107	Payroll Control Center: Configuration Workbench	Yes	2906677  - Configuration Workbench

Note

This business function is set as a milestone. It contains the switches of all earlier mandatory business functions of Payroll Control Center, from HCM_LOC_CI_89 to HCM_LOC_CI_107.

3. Activate SAPUI5 applications.

- a. Start transaction SICF.

You can also access this transaction from SAP Easy Access menu under  [SAP Menu](#)  [Tools](#)  [Administration](#)  [Administration](#)  [Network](#)  [HTTP Service Hierarchy Maintenance](#) .

- b. Find the OData service for each SAPUI5 application, right-click each service, and choose [Activate Service](#).

SAPUI5 Application	Application Service Path
Manage Configuration	/sap/bc/ui5_ui5/sap/ <ul style="list-style-type: none"> hrpy_pcc_lib_v7 hrpy_pcc_ckp_v1 hrpy_pcc_cvr_v1 hrpy_pcc_ctl_v1 hrpy_pcc_can_v1 hrpy_pcc_cdn_v1
Access for Application Index queries	/sap/bc/ui2/app_index

4. Activate OData services.

- In transaction SPRO, navigate to Customizing for [SAP NetWeaver](#) [Gateway](#) [OData Channel](#) [Configuration](#) [Connection Setting](#) [SAP NetWeaver Gateway to SAP System](#) [Manage SAP System Aliases](#).

The SAP system is the destination business system that provides data. If the destination system and client is the current system and client, use LOCAL as SAP System Alias. For more information, see the system documentation for the Customizing activity.

- Start transaction `/IWFND/MAINT_SERVICE` and locate the following OData services.

You can also access this transaction in Customizing for SAP NetWeaver under [Gateway](#) [OData Channel](#) [Administration](#) [General Settings](#) [Activate and Maintain Services](#).

OData Service	Technical Name
Manage Configuration	<ul style="list-style-type: none"> PYC_CFG_SRV PYC_CFG_VR_SRV PYC_KPI_CONFIG_1_SRV PYC_DNG_CONFIG_1_SRV PYC_CFG_ANALYTICS_SRV

- Add the system alias for each service and add the system alias LOCAL. Set LOCAL as the default system.
- Activate each service. To do so, click a service. In the ICF Nodes section, choose [ICF Node](#) [Activate](#) and make sure that the status indicator is green.
- Use the SAP Gateway Client to do a smoke test on the OData Service by executing directly the OData service request for metadata.

If the response status code is 200, then the service is ready for use.

5. Run the report [Calculation of SAPUI5 Application Index](#) (`/UI5/APP_INDEX_CALCULATE`) for the following UI5 applications of Manage Configuration:

- hrpy_pcc_lib_v7
- hrpy_pcc_ckp_v1
- hrpy_pcc_cvr_v1

- hrpy_pcc_ctl_v1
- hrpy_pcc_can_v1
- hrpy_pcc_cdn_v1

To use this indexing and caching mechanism for SAPUI5 applications, components, and libraries, you have to define the execution of the report `/UI5/APP_INDEX_CALCULATE` as a background job. For more information, see [Calculating SAPUI5 Application Index for Payroll Control Center \[page 402\]](#).

Results


You can now use the Manage Configuration application to create the following objects:

- Validation rules
- KPIs
- Analytics
- Analytics designers

16.2.1.3 Calculating SAPUI5 Application Index for Payroll Control Center

Every time a UI5 application is updated in your system, for example, by installing a Support Package or applying an SAP Note, run the `/UI5/APP_INDEX_CALCULATE` ([Calculation of SAPUI5 Application Index for SAPUI5 Repositories](#)) report. The report updates the SAPUI5 application index. If the index is up-to-date, the system can find data related to SAP Fiori apps.

Prerequisites

You've installed the EA-HR Support Package B9. See SAP Note [3291602](#)  (Payroll Control Center: Enable Application Cache Buster for UI5 Applications).

Procedure

Run the `/UI5/APP_INDEX_CALCULATE` ([Calculation of SAPUI5 Application Index for SAPUI5 Repositories](#)) report to synchronize the resource index from the application cache buster.

→ Recommendation

It's recommended that you schedule a background job to run the report regularly for Complete Index.

The following applications of Payroll Control Center support the Application Cache Buster:

Application Name	SAPUI5 Application
Payroll Control Center Library	hrpy_pcc_lib_v7
Manage Teams	hrpy_pcc_tm_1
My Teams	hrpy_pcc_mc_1
My Processes	hrpy_pcc_proc_3
My Alerts	hrpy_pcc_errm_2
Manage Policies	hrpy_pcc_conf_2
Manage Processes	hrpy_pcc_conf_1
My Off-Cycles	hrpy_pcc_oc_1
Manage Configuration	hrpy_pcc_ctl_v1
Manage Configuration - Validation Rules	hrpy_pcc_cvr_v1
Manage Configuration - KPIs	hrpy_pcc_ckp_v1
Manage Configuration - Analytics Designer	hrpy_pcc_cdn_v1
Manage Configuration - Analytics	hrpy_pcc_can_v1

Related Information

[SAPUI5 Application Index](#)

16.2.1.4 General Operations in Manage Configuration

Get familiar with the general operations in Manage Configuration, such as how to use operators, dimensions, and expressions.

[User Settings \[page 404\]](#)

For each app in Manage Configuration, you can choose to display technical IDs in addition to the names of objects.

[Supported Expressions in Manage Configuration \[page 405\]](#)

Manage Configuration supports different expressions for you to define variables and data and to formulate the validation rules, KPIs, analytics, and analytics designer for root cause analysis and KPI details based on your business needs.

[Data Section \[page 411\]](#)

A data section represents one or more data that can be used to configure alert definition, key indicator, and analytics designer.

[Auxiliary Calculations \[page 414\]](#)

Auxiliary calculation is used to capture the reusable expressions within an object's configuration and can be used as variables in other expressions.

[Available Dimension Value Help in Manage Configuration \[page 415\]](#)

With default logic, value help is provided for dimensions of validation rules, KPIs, and analytics designers in Manage Configuration.

[Available Operators in Manage Configuration \[page 415\]](#)

The operator list in Manage Configuration is decided by the dimension's data type.

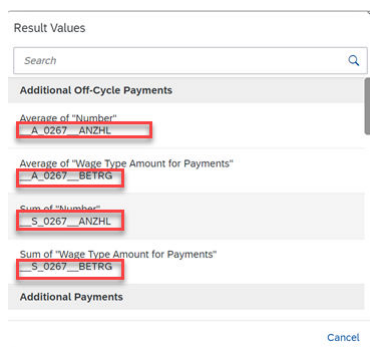
[Important Notes for Updating Activated Objects in Manage Configuration \[page 416\]](#)

Changes made in Manage Configuration are transported to the test and production systems. Generally speaking, all changes take effect for process recurrences that are generated **after** such changes were made. However, for active and upcoming process recurrences that were generated **before** such changes, some changes take effect immediately, some only after relevant manual activities such as regenerating process recurrences, and some changes are restricted.

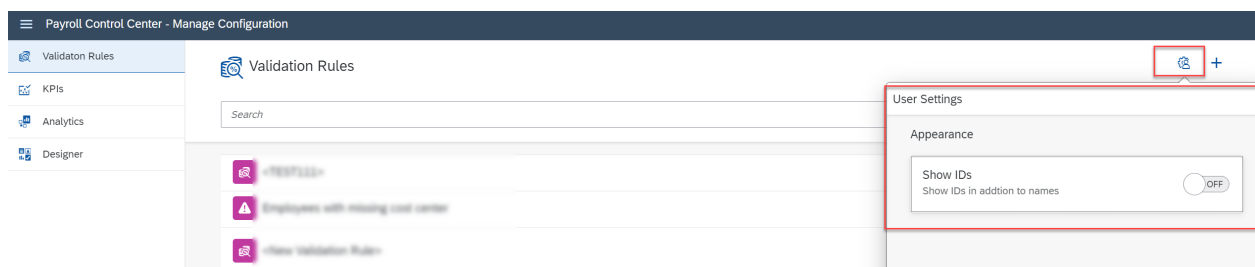
16.2.1.4.1 User Settings

For each app in Manage Configuration, you can choose to display technical IDs in addition to the names of objects.

Note that the user settings for each app in Manage Configuration is controlled separately. To configure user settings, choose the tool icon at the upper right corner on the home page of each app in Manage Configuration.



Once the switch is turned on, technical IDs are shown in addition to object names in dropdown lists (or value help).



16.2.1.4.2 Supported Expressions in Manage Configuration

Manage Configuration supports different expressions for you to define variables and data and to formulate the validation rules, KPIs, analytics, and analytics designer for root cause analysis and KPI details based on your business needs.

Literal

Enter a fixed text or numeric for display, for example, **Current Payroll Period** (without quotation marks). The expression is displayed as "Current Payroll Period" (with quotation marks) in Manage Configuration.

Operators

You can use different types of operators:

- Comparison operators
 - Less than
 - Greater than
 - Less than or equal to
 - Greater than or equal to
 - Equal to
 - Not equal to
- Logical operators
 - **AND**: The Logical AND operator condition applies if all the given conditions are True. If it occurs as such, the value is evaluated to True; else, if any of the given conditions is False, it is False.
 - **OR**: The Logical OR operator condition applies if any one of the given conditions is True. If it occurs as such, the value is evaluated to True; else, if all of the given conditions is False, then it is False.
 - **NOT**: The Logical NOT operator condition is one which works as an Inverse Function. If the given condition is True, then it returns False and if the given condition is False, it returns True.
 - **XOR**: The Logical XOR operator is the combination of NOT and OR logical operators. It is also called logical exclusion. This operator results True only if one of the conditions evaluates to be true, or else it returns False.

Functions

Function	Expression	Description
Absolute value	<code>Abs (expression_numeric)</code>	The absolute value of a number is the value of the number without considering its sign.

Function	Expression	Description
Amount	Amount (expression _numeric)	Converts a number into an amount with currency key. The currency key is derived from HCM localization (MOLGA) of the process recurrence.
Concatenate	Concatenate(text_expression1, text_expression2)	<p>Links two character strings. If you need to concatenate more than two character strings, you can nest the Concatenate function, for example,</p> <div> <p>❖ Example</p> <pre>Concatenate([Wagetypes from current period]-[Wage Type] , Concatenate("-", Text([Wagetypes from current period]- [Wage Type])))</pre> <p>This expression returns the concatenation of <technical name of wage type>-<text description of wage type>. In the process context, the output is something like /101 – Total Gross Amount.</p> </div>
If	If(condition, expression_true, expression_false)	<p>Returns a value if a condition is true and another value if the condition is false.</p> <div> <p>❖ Example</p> <pre>If([Wagetypes from current period]-[Wage Type] = "/101" , "00_GROSS" , If([Wagetypes from current period]-[Wage Type] = "/550" , "01_NET" , "02_OTHERS"))</pre> <p>If the wage type is /101, then return the constant 00_GROSS. Else, if the wage type is /550, then return the constant 01_NET; else, return the constant 02_OTHERS.</p> </div>
TableValue1	TableValue1(table, field, key, key_value)	<p>Gets the field value dynamically from a table based on a given key and the key value.</p> <div> <p>❖ Example</p> <p>Validation Rule - Base Salary Limit for 401(k) Contribution (US)</p> <p>For the US, the maximum base salary from which employees can make tax-free contributions to the 401(k) plan might change over time based on legal requirements. This limit is defined using a constant, in field BETRG (HR payroll amount) of table T511P.</p> <p>In this case, you can't use a fixed value in the validation rule. You can use the expression TableValue1('T511P', 'BETRG', 'KONST', '401KS') to get the value of field BETRG from table T511P based on the key KONST (Payroll Constant) and the key's value 401KS (Base Salary Limit for 401(k) Contribution).</p> </div>

Function	Expression	Description
TableValue2	TableValue2(table, field, key1, key1_value, key2, key2_value)	<p>Gets the field value dynamically from a table based on the combination of two keys and the corresponding key values.</p> <div> <p>❖ Example</p> <p>You need a variable to dynamically get the personnel subarea text.</p> <p>You can use the expression TableValue2('T001P', 'BTEXT', 'WERKS', 'US01', 'BTRTL', '0001') to get the value of field BTEXT (Personnel Subarea Text) from table T001P based on the following combination:</p> <ul style="list-style-type: none"> • Key WERKS (Personnel Area) and the key's value US01 • Key BTRTL (Personnel Subarea) and the key's value 0001 </div>

Function	Expression	Description
ReadData	<code>ReadData(result, key, key_value)</code>	<p>Reads the result from a data section based on the key value of a specified key or the key values of multiple keys. See Data Section [page 411].</p> <ul style="list-style-type: none"> Result: Can be a variable or a literal. Key: Can be a variable or a literal. For multiple keys, it's recommended that you use the auxiliary calculation or literals instead of variables in the format of Key1;Key2;Key3. If you use multiple variables as keys, make sure that each variable refers to a single value. Key value: Can be a variable or a literal. If you need to specify multiple keys, then only the literal is supported in the format of Key1_value;Key2_value;Key3_value.

❖ Example

You have defined a data section Wage Types (WAGETYPES) which contains two results Wage Type and Sum of 'HR Payroll: Amount'. The data section returns the sum of payroll amount for each relevant wage type as follows:

Wage Type	Sum of Payroll Amount
/101	8,000.00
/103	6,236.00
/140	8,000.00
/150	8,000.00
/151	8,000.00
/208	8,000.00
/311	360.00
/312	523.45
/313	360.00
/314	523.45
/31A	12,000.00

- Result and Key as variable:
`ReadData([Wage Types]-[Sum of 'HR Payroll: Amount'] , [Wage Types]-[Wage Types] , "/314")` returns 523.45.
- Result and Key as literal:
`ReadData("WAGETYPES-__S_P2RX_RT_BETR" , "WAGETYPES-_R_P2RX_RT__LGART" , "/314")` returns 523.45.

i Note

If you obtain the literal for keys by changing the user setting to show IDs for variables, make sure that expression takes the form of
 <Data_Section_ID>-__<result_ID>

Function	Expression	Description
Text	Text (expression) or Text ("&DE&<Data Element>")	Returns the text description of a variable in the corresponding system language. It supports two variants of syntax: <ul style="list-style-type: none"> Text (expression) If the expression points to a data with a specific data type(such as domain, search help, text table, or foreign key), the Text function returns the description of the data accordingly.

❖ Example

```
Text([Wagetypes from current period]-[Wage Type])
```

This expression returns the text description of the wage type.

- Text ("&DE&<DataElement>")
You can use the Text function with the literal &DE&<Data Element> to return the description of the data element.

❖ Example

When you use the Text function with the literal &DE&ABKRS, the expression is displayed as Text ("&DE&ABKRS").

! Restriction

The text is read from a text table for the given key field. If the text table has multiple key fields, the Text function returns the text from the first-hit record.

For example, TEXT([Employee Data]-[Reason for Action]), if the expression result is "01", the Text function always returns the text "Expansion" because it is the first-hit record in the text table T530T.

MASSN	MASSG	MGTX
01	01	Expansion
02	01	Change of employer (leg.pers.)
03	01	
06	01	With DUEVO notification
10	01	Termination
12	01	
14	01	Retirement
16	01	Pay Scale Reclassification
20	01	Dismissal
25	01	Resigned
29	01	
43	01	
75	01	YSF Test 1
76	01	YSF Test 1
80	01	Merit review
8A	01	Expansion

In this case, it's recommended that you use the TableValue2 function instead:
TableValue2('T530T', 'MGTX', 'MASSN', '10', 'MASSG',

Function	Expression	Description
		[Employee Data]-[Reason for Action]). See the TableValue2 function [page 407] .
Truncate	Trunc (expression _numeric)	Returns the integral part of a decimal fraction.

Variables

By default, the following variables are provided:

- Country/Region
- Currency
- Current Payroll Period, Start Date / End Date / ID / Year
- Further Previous Periods - up to 6 periods in the past
- Special literals supporting expression definition for KPI, including:
 - Boolean [True]
 - Boolean [False]
 - Initial value [Space].
 - Object-specific attributes: KPI Name, KPI ID, KPI Icon

If you need more variables, use the [Data](#) and the [Auxiliary Calculations](#) tabs to define results, which are included in the list of variables.

Related Information

[Configuring Root Cause Analysis with Program Output \[page 427\]](#)

[Configuring Root Cause Analysis with Table Layout \[page 431\]](#)

[Configuring Root Cause Analysis with Label-Value Pairs \[page 436\]](#)

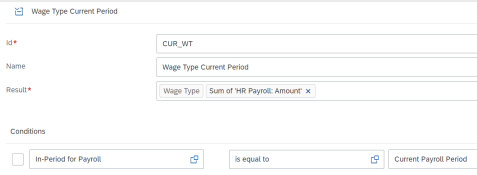
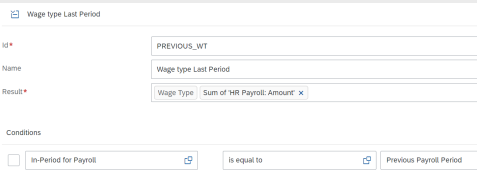
16.2.1.4.3 Data Section

A data section represents one or more data that can be used to configure alert definition, key indicator, and analytics designer.

Field/Checkbox	Action	Comments
ID	Enter a unique ID for the data section.	<p>ID must not exceed 30 characters including numbers and letters, must not include special characters, and must not be reserved ABAP keywords such as <code>DATA</code>.</p> <p>The ID is used in generated data provider class as identifier.</p>
Name	Enter a name for the data section.	Data section name is used when you define expressions using data sections.
Result	Use the value help and select the variable to be used for configuration of an object in Manage Configuration.	<p>Possible options are the supported results from the corresponding object type configured in Configuration Workbench.</p> <p>The result column defines the section (SELECT clause in SQL). All results from data sections can be used as variables. Multiple results can be specified. If the results are from different source tables, the tables will be joined based on default logic (main entity, key dates).</p>

❖ Example

Personnel Area, Personnel Subarea, First Name, Last Name

Field/Checkbox	Action	Comments
Conditions	<p>Specify the conditions for restricting the scope of the result you specified.</p> <ol style="list-style-type: none"> 1. Dimensions: Condition column Possible options are the supported dimensions of the analytics designer type defined in Configuration Workbench. 2. Filter Operator: Operator of the condition Possible operators are restricted according to the data type of the dimension. 3. Filter value: Filter value of the condition. Value help is provided based on dimension's table and context (country/region, search help, foreign key, and fixed domain values). Except for payroll periods and dates, most of the dimensions allow multiple filters. User can add or delete filters if multiple ones are allowed. 	<p>The condition defines the section condition (WHERE clause in SQL).</p> <p>You want to define the following result variables:</p> <ul style="list-style-type: none"> • Wage type value of the current payroll period • Wage type value of the previous payroll period <div> <p>❖ Example</p> <ul style="list-style-type: none"> • <i>Dimension:</i> Payroll Period • <i>Operator:</i> is equal to • Value: Current Payroll Period  </div> <div> <p>❖ Example</p> <ul style="list-style-type: none"> • <i>Dimension:</i> Payroll Period • <i>Operator:</i> is equal to • Value: Previous Payroll Period  </div>

Note

All data retrieval happens within the process context in which the analytics designer is included.

Supported Operations for Data Sections

Fields for Data Sections	Supported Operations
Data Sections	<ul style="list-style-type: none">• Expand All• Collapse All• Delete selected data sections• Duplicate selected data sections• Add an empty data section
Each data section	<ul style="list-style-type: none">• Expand• Collapse• Delete• Duplicate
Condition	<ul style="list-style-type: none">• Delete selected condition• Add an empty condition
Filter value	<ul style="list-style-type: none">• Delete• Add

16.2.1.4.3.1 Data Section Key

Data section key is one or more variables used to merge the data from different data sections. If results from multiple data sections need to be further joined using non-default criteria (for example, main entity, key dates), data section keys can be used.

The data section key is automatically added as a variable in the *Result* field of each data section.

Suppose you have X rows based on the results in data section 1 and Y rows based on the results in data section 2.

- If you don't define a data section key to combine the data in the final table layout, then you will have a total of X multiplied by Y rows in the table layout.
- You can use a variable for example "Wage Type" to combine the data from different data sections.

❖ Example

You have defined two data sections for current period wage type list and previous period wage type list of an employee respectively. In addition to employee ID (main entity type), the wage type has to be used to merge the two data sections into one result table. As a result, Amounts for previous and current periods of the same wage type are merged into one entry. The data could then be used in expressions.

Data from two data sections:

DATA1:		
Person No.	wage type	amount
28001	/101	10000
28001	/102	10000
28001	/103	10000
28001	/104	10000
DATA2:		
Person No.	wage type	amount
28001	/101	10000
28001	/102	10000
28001	/103	10000
28001	M020	10000
28002	M021	10001
28003	M022	10002

Table Layout: Without vs. With Data Section Key "Wage Type"

Table without data section key					
Person No.	wage type	amount	wage type	amount	
28001	/101	10000	/101	10000	
28001	/101	10000	/102	10000	
28001	/101	10000	/103	10000	
28001	/101	10000	M020	10000	
28001	/101	10000	M021	10001	
28001	/101	10000	M022	10002	
28001	/102	10000	/101	10000	
28001	/102	10000	/102	10000	
28001	/102	10000	/103	10000	
28001	/102	10000	M020	10000	
28001	/102	10000	M021	10001	
28001	/102	10000	M022	10002	
....					
Table with data section key 'WAGETYPE'					
Person No.	wage type	amount	wage type	amount	
28001	/101	10000	/101	10000	
28001	/102	10000	/102	10000	
28001	/103	10000	/103	10000	

Note

- For the current release, data section key is only enabled for analytics designer with table layout.
- Data section keys will be displayed as additional results in all data sections. No duplicate results in data section are allowed.

16.2.1.4.4 Auxiliary Calculations

Auxiliary calculation is used to capture the reusable expressions within an object's configuration and can be used as variables in other expressions.

❖ Example

On the Data tab, you have defined the results for wage type of current payroll period and the wage type of previous payroll period. Now you can use Auxiliary Calculations to further define a variable DIFF that calculates the difference between the two data results:

```
Amount( [Current Period]-[Sum of 'HR Payroll: Amount'] - [Previous Period]-[Sum of 'HR Payroll: Amount'] )
```

Auxiliary Calculations

Id	Name	Expression
DIFF	Difference	Amount([Current Period]-[Sum of 'HR Payroll: Amount'] - [Previous Period]-[Sum of 'HR Payroll: Amount'])

❖ Example

Auxiliary calculations can be made for KPI configuration to derive more data.

If the data Number of Employees and Number of Retro Periods are provided, the average number of retro periods per employee can be calculated as Average Number of Retro Periods per Employee = Number of Retro Periods / Number of Employees.

16.2.1.4.5 Available Dimension Value Help in Manage Configuration

With default logic, value help is provided for dimensions of validation rules, KPIs, and analytics designers in Manage Configuration.

- Fixed payroll dates for date
- "Entry help/check" on Data Dictionary object
 - Foreign key (with dependency if specified in the same data section).
 - Text table (with dependency if specified in the same data section).
 - Fixed values from domain
 - Value help (with dependency if specified in the same data section).

Related Information

[Default Logic Implementation \[page 720\]](#)

16.2.1.4.6 Available Operators in Manage Configuration

The operator list in Manage Configuration is decided by the dimension's data type.

- For dimensions referring to payroll periods and dates, only the operator "is equal to" is allowed.
- For dimensions with value help, pattern matching operators are not allowed (starts with; does not start with; ends with; does not end with; contains; does not contain).
- For dimensions with numeric or date data type, pattern matching operators are not allowed.

Related Information

[Default Logic Implementation \[page 720\]](#)

16.2.1.4.7 Important Notes for Updating Activated Objects in Manage Configuration

Changes made in Manage Configuration are transported to the test and production systems. Generally speaking, all changes take effect for process recurrences that are generated **after** such changes were made. However, for active and upcoming process recurrences that were generated **before** such changes, some changes take effect immediately, some only after relevant manual activities such as regenerating process recurrences, and some changes are restricted.

Object Type	Category (Tab Page) of Change	Field of Change	Affected Applications	Manual Activities Required	Comments
Analytics designer	Administration	ID	<ul style="list-style-type: none">• Manage Configuration - Validation Rules• My Processes• My Alerts• My Teams	Restricted	Changing the ID invalidates the assignment of analytics designer to validation rule. Therefore, remember to update the relevant validation rule by assigning the updated ID of the analytics designer.
Analytics designer	Administration	Name Icon	<ul style="list-style-type: none">• Manage Configuration - Validation Rules• My Processes• My Alerts• My Teams	Immediately	-
Analytics designer	Administration	Type Content Country/Region	Manage Configuration - Analytics Designer	Restricted	<p>Change of these attribute may immediately invalidate the current analytics designer. You will need to further correct configuration.</p> <p>Changing the Country/Region may also invalidate the assignment of the analytics designer to validation rule.</p>

Object Type	Category (Tab Page) of Change	Field of Change	Affected Applications	Manual Activities Required	Comments
Analytics designer	Content/category-specific sections: <ul style="list-style-type: none"> Label-Value Pairs Table Column, Row Template, Sorting, Grouping Program 	-	<ul style="list-style-type: none"> Manage Configuration - Analytics Designer (pre-view) My Processes My Alerts My Teams 	Restricted	<p>These sections define the main output of an analytics designer. Changes can be pre-viewed before activation. After activation, the changes take effect immediately in other applications.</p>
Analytics designer	Data	Data Section Keys	Manage Configuration - Analytics Designer	Immediately	<p>"Data Sections Keys are common keys in all data sections. They are used for joining different data together additionally to the main entity type (from analytics designer type).</p> <ul style="list-style-type: none"> Adding new data section keys will be propagated to all data sections as results. This may overwrite existing results. Deleting new keys will be removed from all data sections. Changing data section keys may invalidate expressions in category specified sections. Error message will be raised. and users need to fix them before pre-viewing or activating the analytics designer.

Object Type	Category (Tab Page) of Change	Field of Change	Affected Applications	Manual Activities Required	Comments
Analytics designer	Data	Data Sections	Manage Configuration - Analytics Designer	Immediately	<p>Data sections define variables that can be further used in expressions. The condition with filter values narrows down the selected data.</p> <p>Changes may invalidate the expression.</p> <p>Error message will be raised. and users need to fix them before previewing or activating the analytics designer.</p>
Validation rule	Administration	ID Type Country/Region	<ul style="list-style-type: none"> • Manage Policies • My Alerts • My Processes 	Restricted	Changes will invalidate the validation rules assignment to policies and processes
Validation rule	Administration	Name, Icon	Manage Configuration - Validation Rule	Immediately	-
Validation rule	Alert	-	Manage Configuration - Validation Rule	Reexecution	-
Validation rule	Data	-	Manage Configuration - Validation Rule	Reexecution	<p>Data sections define variables that can be further used in expressions. The condition with filter values narrows down the selected data.</p> <p>Changes may invalidate the expression.</p> <p>Error message will be raised. and users need to fix them before previewing or activating the analytics designer.</p>
Validation rule	Solution	-	My Alerts	Immediately	-
Validation rule	Root Cause Analysis	-	<ul style="list-style-type: none"> • My Alerts • My Processes • My Teams 	Immediately	-

Object Type	Category (Tab Page) of Change	Field of Change	Affected Applications	Manual Activities Required	Comments
Validation rule	Dependencies	-	My Processes	Reexecution	Changed dependency takes effect when the Initiate Policy step is executed the next time.
KPI	Administration	ID Name Country/Region	Manage Configuration - Analytics	Restricted	Such changes might invalidate the KPI assignment to analytics and processes
KPI	Administration	Chart Type	Manage Configuration - KPI My Processes	Restricted	Changing chart type clears up the tile configuration. If the KPI is already used in processes, this will invalidate the display of KPIs in My Processes.
KPI	Tile	-	My Processes	Restricted	After activating the KPI, reexecute the Initiate Policy step so that changes are populated to process.
KPI	Data	-	Manage Configuration - KPI	Restricted	Changes will invalidate the configuration in Tile section. User has to fix all the errors before preview and activation. Reexecute the Initiate Policy step to populate the changes to process.
KPI	(KPI) Details	-	Process Management	Immediately	-
Analytics	Administration	ID Country/Region	<ul style="list-style-type: none"> Manage Processes My Processes 	Restricted	Change of ID will invalidate the assignment of analytics to process.
Analytics	Administration	Name, Icon	<ul style="list-style-type: none"> Manage Processes My Processes 	Immediately	-
Analytics	KPI Sections	-	My Processes	Reexecution	Changes take effect when the Initiate Policy step is executed the next time.

Related Information

[Configuring Root Cause Analysis with Program Output \[page 427\]](#)

16.2.1.5 Configuring Analytics Designer Type in Configuration Workbench

An analytics designer type collects the relevant technical context for defining an analytics designer. Create analytics designers so that they can be used later to create and update analytics designers for root cause analysis and KPI details in Manage Configuration application in the development or production system.

Prerequisites

- You have prepared the system for using Configuration Workbench to set up Payroll Control Center. See [Activating Configuration Workbench for Payroll Control Center \[page 391\]](#).
- You have the authorization to edit objects in Configuration Workbench. See [Authorization for Configuration Workbench User \[page 687\]](#).
- Business function Payroll Control Center: Manage Configuration (Validation Rules and KPIs) (HCM_LOC_CI_109) is activated.

Procedure

1. Access Configuration Workbench.

In SAP Easy Access menu, choose ► [Human Resources](#) ► [Payroll](#) ► [International](#) ► [Tools](#) ► [Payroll Control Center](#) ► [Configuration Workbench](#) ► (transaction code PYC_CONF_WB).
2. Switch to the edit mode by choosing the Display/Change icon in the application toolbar.
3. In the left panel, choose [Analytics Designer Type](#) from the dropdown list and do one of the following to create a new analytics designer type:
 - (Recommended) Copy a standard or existing analytics designer type.
To do so, double-click a standard or existing analytics designer type that you want to copy from, choose the Copy icon in the application toolbar, enter a unique ID for the new object, and then choose [Continue](#).
All the attributes and values, except for the ID, of the original analytics designer are copied to the new analytics designer type.
 - You can also create a new analytics designer type from scratch.
To do so, choose the Create icon in the application toolbar, enter a unique ID and a name for the new analytics designer type, and then choose [Continue](#).
4. Choose the [Basic Information](#) tab and configure basic information of the analytics designer type.

Field/Checkbox	Action	Comments
Name	Enter a meaningful name.	--
Country/Region	Choose the country or region for which this analytics designer type is applicable.	<ul style="list-style-type: none"> "" (All countries/regions), if the type isn't country/region-specific Enter a specific country/region.
Design Logic	Use the default design logic CL_PYC_TSK_DN_DEFAULT (<i>Employee-Based Designer Implementation</i>) or use your customized logic.	You can build your customized class in transaction SE24 (Class Builder). The design logic must inherit from the default base class CL_PYC_TSK_DN_BASE (<i>Analytics Designer Logic - Base Implementation</i>).
Category	Choose a category: <ul style="list-style-type: none"> Root Cause Analysis KPI Details 	<ul style="list-style-type: none"> Root cause analyses The analytics designer for root cause analyses will be assigned to validation rules to display detailed information of alerts raised by such validation rules. Payroll administrators and payroll process managers can drill down to the root cause of an alert displayed on the Alert Details page in Alert Management, Team Management, and the Monitoring step in Process Management. KPI details The analytics designer for KPI details will be assigned to KPIs to display detailed information of the KPI analytics charts. Payroll process managers can see KPI details by clicking a KPI chart on the Process Steps page in the Monitoring step in My Processes.
Entity Type	The alert entity is defined in the design logic.	If you create your customized design logic, make sure that the alert entity for the analytic designer type is the same as that for the validation rule type. See Configuring Validation Rules in Manage Configuration [page 470] .

5. Specify the dimensions on the [Dimensions](#) tab.

See [Specifying Supported Dimensions in Configuration Workbench \[page 422\]](#).

The supported dimensions are used as the following:

- Dimensions when users define conditions in the [Data](#) section in Manage Configuration
- Picklist on the [Results](#) tab in the next step

6. After you've defined dimensions, specify the results for the analytics designer type on the [Results](#) tab.

See [Specifying Supported Results in Configuration Workbench \[page 424\]](#).

The supported results are used as value help when users define results in the [Data](#) section in Manage Configuration.

7. Choose the Validate icon in the application toolbar to validate your configuration. If needed, make corrections according to validation messages.

Dimensions and results in the supported list are checked against the dimension picklist and result picklist respectively. If dimensions in the supported list don't exist in the picklist, an error message is displayed for each such dimension.

Double-click any of these error messages to select all the invalid dimensions and then choose Delete icon to delete them.

8. Save the data. Enter a development request for saving and transporting your entries.

The analytics designer type is saved in the request.

Next Steps

- Based on the analytics designer types that you have created, you or an authorized business user need to create analytics designer using the *Manage Configuration* app. See [Analytics Designer in Manage Configuration \[page 426\]](#).
- If later on you need to update the analytics designer types, you can use the Where-Used List icon in the application toolbar to find a list of objects that are using this analytics designer types. Note that some changes take effect immediately, some require manual activities, and some changes are restricted. For more information about updating saved objects, see [Important Notes for Updating Saved Objects in Configuration Workbench \[page 542\]](#).

Related Information

[General Operations in Configuration Workbench \[page 533\]](#)

[Specifying Supported Dimensions in Configuration Workbench \[page 422\]](#)

[Specifying Supported Results in Configuration Workbench \[page 424\]](#)

16.2.1.5.1 Specifying Supported Dimensions in Configuration Workbench

When you configure objects such as validation rule types, KPI types, and analytics designer types in Configuration Workbench, if you use the default logic implementation provided by SAP, you need to assign dimensions to these objects.

Prerequisites

You are using the default logic implementation or have your own implementation by inheriting from the relevant base classes for the following object types:

- Analytics designer types
- KPI types
- Validation rule types

When the prerequisite is met, you see a Dimensions tab for these object types in Configuration Workbench.

Context

→ Tip

You can import the dimensions and their grouping from an existing object of the same type. To do so, choose the **Imprt** button in the Supported Group/Dimension List and select an existing object in the dialog box to import dimensions and results from it.

To assign dimensions to an object on the Dimensions tab, take the following steps:

Procedure

1. In Configuration Workbench, access the relevant object to which you want to assign dimensions.
2. On the [Dimensions](#) tab, drag and drop dimensions from the picklist on the right side to the supported list on the left side, under the [New Group](#) node to create dimensions with the original grouping from the picklist.

For information about the picklist for dimensions, see [Default Logic Implementation \[page 720\]](#).

i Note

Some dimensions have dependency on others. We suggest that you include all the dependencies so that users of Manage Configuration get more accurate value help and data selection. For example, value '0001' for personnel subarea can have different meanings under different personnel areas. Then Personnel Subarea has dependency on Personnel Area.

3. If users of Manage Configuration prefer to use manual input or wildcard input, you can deselect the [Enable Value Help](#) checkbox.

Value help for the dimension is inherited from the data dictionary. You can preview the value help values.

4. To create a new group, choose [New Group](#) and enter a name for the new group.
5. To reorganize dimensions, drag and drop the dimensions to change their grouping.

The dimensions are sorted by name, and the UI uses the same sort order.

6. To rename a dimension or group, choose the dimension or group and enter the new name.
7. To delete one or more dimensions or groups, choose the dimensions or groups in the Supported Group / Dimensions table and then choose the Delete icon.

If you delete a group, all the dimensions under it are also deleted.

8. To select all dimensions or groups, choose the Select All icon.
9. If the text or description for the dimension in the Supported Group/Dimension List shows technical IDs instead of a meaningful description for your logon language, choose the Sync Text icon to synchronize the text from the picklist.

Results

The supported dimensions are used as the following:

- Dimensions when users define conditions on the [Data](#) tab in Manage Configuration
- Picklist on the [Results](#) tab in Configuration Workbench

i Note

Dimensions under Group "Payroll Periods and Dates" (`__PERIODS_DATES`) are excluded from the result picklist.

Next Steps

Proceed to assign results to the same object on the [Results](#) tab in Configuration Workbench. See [Specifying Supported Results in Configuration Workbench \[page 424\]](#).

Related Information

[Configuring Analytics Designer Type in Configuration Workbench \[page 420\]](#)

[Configuring Validation Rule Types in Configuration Workbench \[page 455\]](#)

[Configuring KPI Types in Configuration Workbench \[page 482\]](#)

16.2.1.5.2 Specifying Supported Results in Configuration Workbench

After you assign dimensions to objects such as validation rule types, KPI types, and analytics designer types in Configuration Workbench, proceed to specify supported results to these objects. Results are the data points for one data section that can be used for alert definition, key indicator, and details (which means SQL select statement such as `select field1 as result1, field2 as result2`) in Manage Configuration.

Prerequisites

You have specified supported dimensions and groups for the following object types:

- Analytics designer types
- KPI types
- Validation rule types

See [Specifying Supported Dimensions in Configuration Workbench \[page 422\]](#).

Context

❖ Example

When users define an analytics designer in Management Configuration, "Sum of 'Wage Type Amount for Payments' " (Infotype 0014) can be used as a result of a data section, where conditions are set to filter wage types and employee organization assignment.

Picklist on the [Results](#) tab are the supported dimensions from the [Dimensions](#) tab.

Procedure

1. In Configuration Workbench, access the relevant object to which you want to assign results.
2. On the [Results](#) tab, drag and drop results from the picklist on the right side to the supported list on the left side, under the [New Group](#) node.
3. If users of Manage Configuration prefer to use manual input or wildcard input, you can deselect the [Enable Value Help](#) checkbox.
4. To create a new group, choose [New Group](#) and enter a name for the new group.
5. To reorganize results, drag and drop the results to change their grouping.
The results and groups are sorted by name, and the UI of Manage Configuration uses the same sort order.
6. To rename a result or group, choose the result or group and enter the new name.
7. To delete one or more results or groups, choose the results or groups in the Supported Group / Results table and then choose the Delete icon.

If you delete a group, all the results under it are also deleted.
8. To select all results or groups, choose the Select All icon.
9. If the text or description for the result in the Supported Group/Result List shows technical IDs instead of a meaningful description for your logon language, choose the Sync Text icon to synchronize the text from the picklist.

Related Information

[Configuring Analytics Designer Type in Configuration Workbench \[page 420\]](#)

[Configuring Validation Rule Types in Configuration Workbench \[page 455\]](#)

[Configuring KPI Types in Configuration Workbench \[page 482\]](#)

16.2.1.6 Analytics Designer in Manage Configuration

The analytics designer in Manage Configuration provides business definition for objects such as root cause analyses and KPI details. You create analytics designer based on the analytics designer types created in Configuration Workbench.

[Configuration of Root Cause Analysis Using Analytics Designer in Manage Configuration \[page 426\]](#)

The root cause analysis provides error detail for an alert and helps payroll administrators to analyze the detailed data for resolving this alert. Use the analytics designer to configure root cause analysis, so that you don't have to write your own code for root cause analysis in the rule logic.

[Configuration of KPI Details Using Analytics Designer in Manage Configuration \[page 440\]](#)

KPI details provides detailed information for a KPI chart and helps payroll process managers to analyze the detailed data for the KPI.

16.2.1.6.1 Configuration of Root Cause Analysis Using Analytics Designer in Manage Configuration

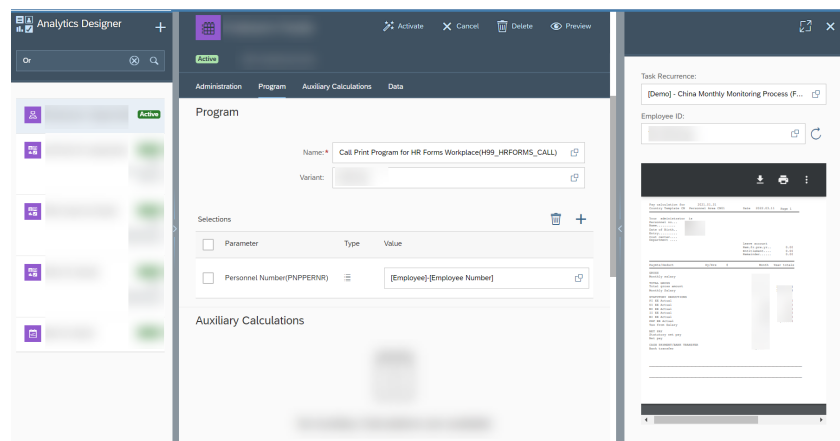
The root cause analysis provides error detail for an alert and helps payroll administrators to analyze the detailed data for resolving this alert. Use the analytics designer to configure root cause analysis, so that you don't have to write your own code for root cause analysis in the rule logic.

Payroll administrators and payroll process managers can drill down to the root cause of an alert displayed on the [Alert Details](#) page in [Alert Management](#), [Team Management](#), and the Monitoring step in [Process Management](#).

Layout

Configuration and Preview (Example)

Program output



Layout

Configuration and Preview (Example)

Table with row templates

Label-value pairs

16.2.1.6.1.1 Configuring Root Cause Analysis with Program Output

Configure root cause analysis with program output by configuring an analytics designer in Manage Configuration. The program output displays the output of a program run for a specific employee as a result of a payroll step.

Prerequisites

- You've prepared the system for using Manage Configuration. See [Activating the Manage Configuration Application \[page 399\]](#).
- Analytics designer types have been created. See [Configuring Analytics Designer Type in Configuration Workbench \[page 420\]](#).
- You have the authorization to edit analytics designers in Manage Configuration. Note that to be able to preview program output, you must have an additional authorization (controlled by the authorization object S_PROGRAM)

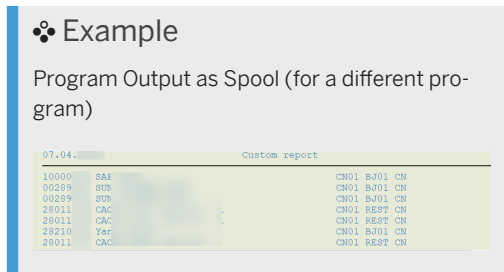
for scheduling a background job for the corresponding program. See [Authorization for Manage Configuration Users \[page 687\]](#).

Procedure

1. From Home screen, choose [Payroll](#) to access Payroll Control Center and then choose the [Manage Configuration](#) tab.
2. In the left panel, choose [Designer](#).
3. Create a new analytics designer or edit an existing one.
 - To copy from an existing analytics designer, proceed as follows:
 1. Click the analytics designer you want to copy from and then choose the Copy button.
A new analytics designer is created with the default ID <OriginalAnalyticsDesignerID>_COPY and the default name [Copy from <OriginalAnalyticsDesignerName>](#).
 2. Close the analytics designer that you copied from and find the new analytics designer from the list of analytics designers.
 3. Click the new analytics designer and then choose [Edit](#).
 - To create a new analytics designer from scratch, choose the Add icon at the upper right corner.
 - To edit an existing analytics designer, click it and then choose [Edit](#).
4. On the [Administration](#) tab, enter the relevant basic information for the analytics designer.

Field/Checkbox	Action	Comments
ID	Enter a unique ID for the analytics designer.	The ID must not exceed 30 characters including numbers and letters and must not include special characters.
Name	Enter a name for the analytics designer.	--
Type	Select an analytics designer type from the dropdown list.	The list of analytics designer types have been created in Configuration Workbench. The country/region of the analytics designer type is displayed in the Country/Region field below.
Country/Region	By default, the country/region of the analytics designer type is displayed as the country/region of the analytics designer. When needed and possible, select the country or region for which this analytics designer is applicable.	For example, if the country/region of the analytics designer type is All Countries/Regions, you can select a specific country/region from the list.

Field/Checkbox	Action	Comments
Content	Choose <i>Program Output as PDF</i> or <i>Program Output as Spool</i> .	To be able to download the program output as PDF, select <i>Program Output as PDF</i> .



Icon	Choose an icon for the analytics designer. Possible icons are icons in the SAPUI5 version specified in Activating the Manage Configuration Application [page 399] .	The icon is displayed before the analytics designer name in Manage Configuration.
Transport Request	Enter a request for activating and transporting the configuration (including deleting an object) to a target system.	You see this field if you are in the Customizing client of the system. The object will be transported as Logical Transport Object ƧƧƧƧ with the reference ID (a uuid not displayed on UI) of the analytics designer.

- On the *Program* tab, choose a program whose output is to be displayed in the alert details of an employee and specify a program variant.


All the existing executable programs in the system are listed in the value help.

- To overwrite the selections defined in the program variant, specify the parameter on the selection screen and specify the parameter value you want to use for running the program.

- If you need more variables, go to the [Data](#) tab and create result variables. See [Step: Defining Data \[page 430\]](#)
- On the [Data](#) tab, create result variables that you need.
- For information about the configuration and use of result variables, see [Data Section \[page 411\]](#).
- Results that are defined on the Data tab can be used as variables in auxiliary calculations or on the Program tab if relevant.
- If you need further variables based on calculation of the variables in Data section, go to the [Auxiliary Calculations](#) tab and use the expression to define the calculation you need.
- For information about the configuration and use of auxiliary calculations, see [Auxiliary Calculations \[page 414\]](#).

❖ Example

On the Data tab, you have defined the results: Personnel Area, Personnel Subarea, First Name, Last Name. Now you can use Auxiliary Calculations to define an employees full name as the concatenation of First Name and Last Name.

<input type="checkbox"/>	Id	Name	Expression
<input type="checkbox"/>	EMP_NAME	Employee Name	Concatenate([Data 1]-[First Name] , [Data 1]-[Last Name]) 

- You can use the variable defined in auxiliary calculations on Program tab if relevant.
- To have a preview of the current object, choose the Preview button in the application toolbar and proceed as follows:
 - On the [Preview](#) screen, select a recurrence from the dropdown menu.

The dropdown menu displays a list of process recurrences that have the same country/region as the current object and whose current step is the Monitoring step.

 - Select an employee from the value help.
 - Choose [Show Result](#).
 - Choose [Activate](#) to save your input. Correct any errors prompted and choose [Activate](#) again when you are done.

Next Steps

You need to assign the analytics designer to validation rules, which are in turn assigned to a payroll process. See [Configuring Validation Rules in Manage Configuration \[page 470\]](#).

As a result, the root cause of an alert is displayed on the [Alert Details](#) page in My Alerts and My Teams, as well as the Monitoring step in My Processes.

Related Information

[Supported Expressions in Manage Configuration \[page 405\]](#)

[Important Notes for Updating Activated Objects in Manage Configuration \[page 416\]](#)

16.2.1.6.1.2 Configuring Root Cause Analysis with Table Layout

Configure root cause analysis with the table layout by configuring an analytics designer in Manage Configuration. When you configure the root cause with a table layout, you can group rows or sort columns for the table content of an employee.

Prerequisites

- You've prepared the system for using Manage Configuration. See [Activating the Manage Configuration Application \[page 399\]](#).
- Analytics designer types have been created. See [Configuring Analytics Designer Type in Configuration Workbench \[page 420\]](#).
- You have the authorization to edit analytics designers in Manage Configuration. See [Authorization for Manage Configuration Users \[page 687\]](#).

Procedure

1. From Home screen, choose [Payroll](#) to access Payroll Control Center and then choose the [Manage Configuration](#) tab.
2. In the left panel, choose [Designer](#).
3. Create a new analytics designer or edit an existing one.
 - To copy from an existing analytics designer, proceed as follows:
 1. Click the analytics designer you want to copy from and then choose the Copy button.
A new analytics designer is created with the default ID `<OriginalAnalyticsDesignerID>_COPY` and the default name [Copy from <OriginalAnalyticsDesignerName>](#).
 2. Close the analytics designer that you copied from and find the new analytics designer from the list of analytics designers.
 3. Click the new analytics designer and then choose [Edit](#).
 - To create a new analytics designer from scratch, choose the Add icon at the upper right corner.
 - To edit an existing analytics designer, click it and then choose [Edit](#).
4. On the [Administration](#) tab, enter the relevant basic information for the analytics designer.

Field/Checkbox	Action	Comments
ID	Enter a unique ID for the analytics designer.	The ID must not exceed 30 characters including numbers and letters and must not include special characters.
Name	Enter a name for the analytics designer.	--

Field/Checkbox	Action	Comments
Type	Select an analytics designer type from the dropdown list.	The list of analytics designer types have been created in Configuration Workbench. The country/region of the analytics designer type is displayed in the Country/Region field below.
Country/Region	By default, the country/region of the analytics designer type is displayed as the country/region of the analytics designer. When needed and possible, select the country or region for which this analytics designer is applicable.	For example, if the country/region of the analytics designer type is All Countries, you can select a specific country/region from the list.
Content	Choose Table .	-
Icon	Choose an icon for the analytics designer. Possible icons are icons in the SAPUI5 version specified in Activating the Manage Configuration Application [page 399] .	The icon is displayed before the analytics designer name in Manage Configuration.
Transport Request	Enter a request for activating and transporting the configuration (including deleting an object) to a target system.	You see this field if you are in the Customizing client of the system. The object will be transported as Logical Transport Object מדיעפ with the reference ID (a uuid not displayed on UI) of the analytics designer.

5. On the [Columns](#) tab, define the column number, header, alignment, and width for the table.

❖ Example

Column	Header	Alignment	Width
Column 1	"Wage Type"	Begin	10%
Column 2	"Wage Type Name"	Begin	30%
Column 3	"Current Amount"	Begin	15%
Column 4	"Previous Amount"	Begin	15%
Column 5	"Difference"	Begin	15%

- a. Add a column.
- b. Define a column header.

For example, if you want to define a column header "Employee Name", you can define a constant with the text **Employee Name**.

- c. Define the alignment and the column width percentage.
- d. Repeat the above steps to add more columns.

i Note

Make sure that the total width for all columns does not exceed 100%. Otherwise, the table might not be displayed properly.

The corresponding number of columns are added on the [Row Template](#) tab.

6. In [Row Template](#), define the row content for each column.

If you need more variables, go to the [Data](#) tab and create result variables. See [Step for Defining Data \[page 430\]](#).

❖ Example

Row Template

Column	Row Content
Column 1	[Current Period]-[Wage Type]
Column 2	Text([Current Period]-[Wage Type])
Column 3	[Current Period]-[Sum of 'HR Payroll: Amount']
Column 4	[Previous Period]-[Sum of 'HR Payroll: Amount']
Column 5	[Difference]

7. If needed, define how the table should be sorted in [Sorting](#).

❖ Example

In this example, the table is sorted by ascending order based on the content of Column 1.

Sorting

Column	Direction
Column 1	Ascending

8. If needed, define how table rows should be grouped in [Grouping](#).
 - [ID](#): Define the logic for grouping table rows and the corresponding grouping ID.
The groups are sorted in ascending order based on the grouping ID.
 - [Name](#): Define the grouping name.
The grouping name is displayed in the final output.

❖ Example

In this example, table rows are grouped into the following three groups:

i Note

Here the variable Difference is defined in Auxilliary Calculations and means the difference of a wage type value between the current period and the previous period.

- If a wage type value of the current period is bigger than that of the previous period, group them under the ID "INC" and the name "Amount Increase".

- If a wage type value of the current period is smaller than that of the previous period, group them under the ID "DEC" and the name "Amount Decrease".
- If a wage type value of the current period is the same as that of the previous period, group them under the ID "UNC" and the name "Unchanged".

Grouping

ID: If([Difference] > 0 , "INC" , If([Difference] < 0 , "DEC" , "UNC"))
 Name: If([Difference] > 0 , "Amount Increase" , If([Difference] < 0 , "Amount Decrease" , "Unchanged"))

9. If you need additional variables for your analytics designer, on the [Data](#) tab, choose the Add icon to create result variables.

See [Data Section \[page 411\]](#) and [Data Section Key \[page 413\]](#).

You can use the variable defined on Data tab in auxiliary calculations, table columns, or table rows if relevant.

10. If you need further variables based on calculation of the variables in Data section, go to the [Auxiliary Calculations](#) tab and use the expression to define the calculation you need.

For information about the configuration and use of auxiliary calculations, see [Auxiliary Calculations \[page 414\]](#).

❖ Example

On the Data tab, you have defined the results for wage type of current payroll period and the wage type of previous payroll period. Now you can use Auxiliary Calculations to further define a variable that calculates the difference between the two data results.

Auxiliary Calculations

Id	Name	Expression
DIFF	Difference	Amount([Current Period]-[Sum of 'HR Payroll: Amount'] - [Previous Period]-[Sum of 'HR Payroll: Amount'])

11. To have a preview of the current object, choose the Preview button in the application toolbar and proceed as follows:

- a. On the [Preview](#) screen, select a recurrence from the dropdown menu.

The dropdown menu displays a list of process recurrences that have the same country/region as the current object and whose current step is the Monitoring step.

- b. Select an employee from the value help.
- c. Choose [Show Result](#).

12. Choose [Activate](#) to save your input. Correct any errors prompted and choose [Activate](#) again when you are done.

Example

Table Layout

Wage Type

Wage Type Name

1

Current Amount

Previous Amount

Difference

Amount Decrease

2

O15D

150% Overtime Pay Tax Ded

Amount Increase

/101

Total gross amount

/103

Monthly Salary

/140

Income Excl. OT, SI

/150

PHF/SI base:Month Salary

3

/151

Total Basic Salary

/201

Average basis 01

/202

Average basis 02

/203

Average basis 03

/204

Average basis 04

/205

Average basis 05

Comments

1. Column Header

2. Group Name

3. Row Template Content

Next Steps

You need to assign the analytics designer to validation rules, which are in turn assigned to a payroll process. See [Configuring Validation Rules in Manage Configuration \[page 470\]](#).

As a result, the root cause of an alert is displayed on the [Alert Details](#) page in My Alerts and My Teams, as well as the Monitoring step in My Processes.

Related Information

[Supported Expressions in Manage Configuration \[page 405\]](#)

[Important Notes for Updating Activated Objects in Manage Configuration \[page 416\]](#)

16.2.1.6.1.3 Configuring Root Cause Analysis with Label-Value Pairs

Configure root cause analysis with the table layout by configuring an analytics designer in Manage Configuration. The simple form layout consists of label-value pairs. You can define multiple groups to group different label-value pairs.

Prerequisites

- You've prepared the system for using Manage Configuration. See [Activating the Manage Configuration Application \[page 399\]](#).
- Analytics designer types have been created. See [Configuring Analytics Designer Type in Configuration Workbench \[page 420\]](#).
- You have the authorization to edit analytics designers in Manage Configuration. Note that to be able to preview program output, you must have an additional authorization (controlled by the authorization object S_PROGRAM) for scheduling a background job for the corresponding program. See [Authorization for Manage Configuration Users \[page 687\]](#).

Procedure

1. From Home screen, choose [Payroll](#) to access Payroll Control Center and then choose the [Manage Configuration](#) tab.
2. In the left panel, choose [Designer](#).
3. Create a new analytics designer or edit an existing one.
 - To copy from an existing analytics designer, proceed as follows:
 1. Click the analytics designer you want to copy from and then choose the Copy button.
A new analytics designer is created with the default ID `<OriginalAnalyticsDesignerID>_COPY` and the default name [Copy from <OriginalAnalyticsDesignerName>](#).
 2. Close the analytics designer that you copied from and find the new analytics designer from the list of analytics designers.
 3. Click the new analytics designer and then choose [Edit](#).
 - To create a new analytics designer from scratch, choose the Add icon at the upper right corner.
 - To edit an existing analytics designer, click it and then choose [Edit](#).
4. On the [Administration](#) tab, enter the relevant basic information for the analytics designer.

Field/Checkbox	Action	Comments
ID	Enter a unique ID for the analytics designer.	The ID must not exceed 30 characters including numbers and letters and must not include special characters.
Name	Enter a name for the analytics designer.	--

Field/Checkbox	Action	Comments
Type	Select an analytics designer type from the dropdown list.	The list of analytics designer types have been created in Configuration Workbench. The country/region of the analytics designer type is displayed in the Country/Region field below.
Country/Region	By default, the country/region of the analytics designer type is displayed as the country/region of the analytics designer. When needed and possible, select the country or region for which this analytics designer is applicable.	For example, if the country/region of the analytics designer type is All Countries, you can select a specific country/region from the list.
Content	Choose Label-Value Pairs .	-
Icon	Choose an icon for the analytics designer. Possible icons are icons in the SAPUI5 version specified in Activating the Manage Configuration Application [page 399] .	The icon is displayed before the analytics designer name in Manage Configuration.
Transport Request	Enter a request for activating and transporting the configuration (including deleting an object) to a target system.	You see this field if you are in the Customizing client of the system. The object will be transported as Logical Transport Object מדיעץ with the reference ID (a uuid not displayed on UI) of the analytics designer.

5. On the [Label-Value Pairs](#) tab, add a group or edit an existing group, and then add label-value pairs for the group.

If you need more variables than you see in the value help, go to the [Data](#) tab and create result variables. See [Step: Defining Data \[page 438\]](#)

- a. Specify a group name.

The group name is used for the configuration of the analytics designer.

- b. Specify a meaningful group title.

The group title is displayed in the final output of the root cause analysis.

If you want to define a group title "Organizational Data", you can define a constant with the text **Organizational Data**.

If you want to define a group title that shows the company code, you can use the variable **Company Code** or use the function Text together with variable **Company Code**.

- c. Add items under the group.


In the [Label](#) column, usually you enter some fixed text as a constant.

In the [Value](#) column, define the value to be displayed.

















- d. Repeat the above steps to add more groups and items based on your needs.

❖ Example

Name:

Title: 

Items ↑ ↓ 🗑️ +

<input type="checkbox"/>	Label	Value
<input type="checkbox"/>	"Gender" 	Text([Data 1]-[Gender]) 
<input type="checkbox"/>	"Personnel Area" 	Text([Data 1]-[Personnel Area]) 
<input type="checkbox"/>	"Personnel Subarea" 	Text([Data 1]-[Personnel Subarea]) 
<input type="checkbox"/>	"Company Code" 	Text([Data 1]-[Company Code]) 
<input type="checkbox"/>	"Employee Group" 	Text([Data 1]-[Employee Group]) 
<input type="checkbox"/>	"Employee Subgroup" 	Text([Data 1]-[Employee Subgroup]) 
<input type="checkbox"/>	"Business Area" 	Text([Data 1]-[Business Area]) 
<input type="checkbox"/>	"HR Admin" 	Text([Data 1]-[Administrator for HR Master Data]) 

6. If you need to define additional data for your analytics designer, on the [Data](#) tab, choose the Add icon to create result variables.

For information about the configuration and use of result variables, see [Data Section \[page 411\]](#).

You can use the variable defined on Data tab in auxiliary calculations or label-value pairs if relevant.

7. If you need further variables based on calculation of the variables in Data section, go to the [Auxiliary Calculations](#) tab and use the expression to define the calculation you need.

For information about the configuration and use of auxiliary calculations, see [Auxiliary Calculations \[page 414\]](#).

❖ Example

On the Data tab, you have defined data section "Data 1" with two result variables for employee's first name and last name in the current payroll period. Now you can use Auxiliary Calculations to further define a variable for the employee name, which is the concatenation of employee's first name and last name.

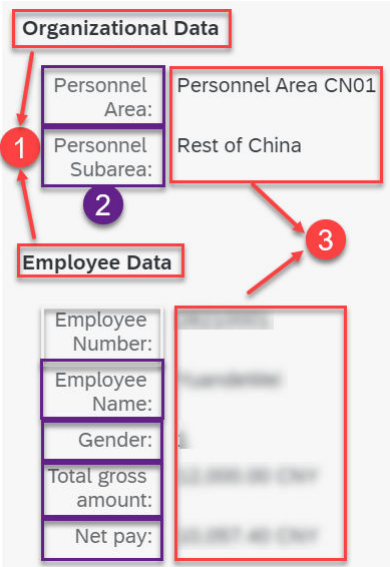
Auxiliary Calculations 🗑️ +

<input type="checkbox"/>	Id	Name	Expression
<input type="checkbox"/>	EMP_NAME	Employee Name	Concatenate([Data 1]-[First Name] , [Data 1]-[Last Name]) 

You can use these variables in label-value pairs.

8. To have a preview of the current object, choose the Preview button in the application toolbar and proceed as follows:
 - a. On the [Preview](#) screen, select a recurrence from the dropdown menu.
 The dropdown menu displays a list of process recurrences that have the same country/region as the current object and whose current step is the Monitoring step.
 - b. Select an employee from the value help.
 - c. Choose [Show Result](#).
9. Choose [Activate](#) to save your input. Correct any errors prompted and choose [Activate](#) again when you are done.

Example

Label-Value Pair Layout	Comments
	<ol style="list-style-type: none"> 1. Group Title 2. Item Label 3. Item Value

Next Steps

You need to assign the analytics designer to validation rules, which are in turn assigned to a payroll process. See [Configuring Validation Rules in Manage Configuration \[page 470\]](#).

As a result, the root cause of an alert is displayed on the [Alert Details](#) page in My Alerts and My Teams, as well as the Monitoring step in My Processes.

Related Information

[Supported Expressions in Manage Configuration \[page 405\]](#)

16.2.1.6.2 Configuration of KPI Details Using Analytics Designer in Manage Configuration

KPI details provides detailed information for a KPI chart and helps payroll process managers to analyze the detailed data for the KPI.

Note

Synchronization Support Package EA-HR SPB2 must be installed in your Employee Central Payroll system.

Payroll process managers can see KPI details by clicking a KPI chart on the [Process Steps](#) page in the Monitoring step in My Processes.

Process Steps

[Demo] - China Monthly Monitoring Process
February

Status: Error
Due on: Feb 28
Progress: 3 / 4
Active step: Monitoring

CREATE TEST PAYROLL DATA POSTING SIMULATION INITIATE POLICIES MONITORING

Not assigned Work History Compare Data

Payroll Results

NET comparison
Current Month: 152,547.65
Previous Mo...: 0

Gross Comparison
Current Month: 180,235
Previous Mo...: 157,357.14
Current vs. Previous: 22,877.86

Information
Policy violations are displayed and can be assigned to experts for further processing.

Notes Start Repeat Confirm

Layout

Configuration and Preview (Example)

Table with row templates

Label-value pairs

Configuring KPI Details with Program Output [page 443]

Configure KPI details with program output by configuring an analytics designer in Manage Configuration. The program output displays the output of a program run as a result of a payroll step.

Configuring KPI Details with Table Layout [page 446]

Configure KPI details with the table layout by configuring an analytics designer in Manage Configuration. When you configure the KPI details with a table layout, you can group rows or sort columns for the table content of a KPI tile.

Configuring KPI Details with Label-Value Pairs [page 451]

Configure KPI details with the table layout by configuring an analytics designer in Manage Configuration. The simple form layout consists of label-value pairs. You can define multiple groups to group different label-value pairs.

16.2.1.6.2.1 Configuring KPI Details with Program Output

Configure KPI details with program output by configuring an analytics designer in Manage Configuration. The program output displays the output of a program run as a result of a payroll step.

Prerequisites

- You've prepared the system for using Manage Configuration. See [Activating the Manage Configuration Application \[page 399\]](#).
- Analytics designer types of the category KPI Details have been created. See [Configuration of KPI Details Using Analytics Designer in Manage Configuration \[page 440\]](#).
- You have the authorization to edit analytics designers in Manage Configuration. Note that to be able to preview program output, you must have an additional authorization (controlled by the authorization object S_PROGRAM) for scheduling a background job for the corresponding program. See [Authorization for Manage Configuration Users \[page 687\]](#).

Procedure

1. From Home screen, choose [Payroll](#) to access Payroll Control Center and then choose the [Manage Configuration](#) tab.
2. In the left panel, choose [Designer](#).
3. Create a new analytics designer or edit an existing one.
 - To copy from an existing analytics designer, proceed as follows:
 1. Click the analytics designer you want to copy from and then choose the Copy button.
A new analytics designer is created with the default ID <OriginalAnalyticsDesignerID>_COPY and the default name [Copy from <OriginalAnalyticsDesignerName>](#).
 2. Close the analytics designer that you copied from and find the new analytics designer from the list of analytics designers.
 3. Click the new analytics designer and then choose [Edit](#).
 - To create a new analytics designer from scratch, choose the Add icon at the upper right corner.
 - To edit an existing analytics designer, click it and then choose [Edit](#).
4. On the [Administration](#) tab, enter the relevant basic information for the analytics designer.

Field/Checkbox	Action	Comments
ID	Enter a unique ID for the analytics designer.	The ID must not exceed 30 characters including numbers and letters and must not include special characters.
Name	Enter a name for the analytics designer.	--

Field/Checkbox	Action	Comments
Type	Select an analytics designer type from the dropdown list.	<p>The list of analytics designer types have been created in Configuration Workbench. Note that there are two categories of analytics designer type in Configuration Workbench. For creating KPI details, select an analytics designer type of category KPI.</p> <p>The country/region of the analytics designer type is displayed in the Country/Region field below.</p>
Country/Region	<p>By default, the country/region of the analytics designer type is displayed as the country/region of the analytics designer.</p> <p>When needed and possible, select the country or region for which this analytics designer is applicable.</p>	For example, if the country/region of the analytics designer type is All Countries/Regions, you can select a specific country/region from the list.
Content	Choose Program Output as PDF or Program Output as Spool .	To be able to download the program output as PDF, select Program Output as PDF .

❖ Example

Program Output as PDF

EMPLOYEE NAME	SOCIAL SECURITY NUMBER	Street	EMPLOYEE ADDRESS	DATE OF BIRTH	DATE OF BIRTH
William, William	140100000	Somewhere	Washington, DC 20000	01-01-2000	01-01-2000
Rutledge, John	150219700	Somewhere	Washington, DC 20000	01-01-2000	01-01-2000

❖ Example

Program Output as Spool (for a different program)

EMPLOYEE NAME	SOCIAL SECURITY NUMBER	Street	EMPLOYEE ADDRESS
William, William	140100000	Somewhere	Washington, DC 20000
Rutledge, John	150219700	Somewhere	Washington, DC 20000

Summary for New Hire Reporting

Selection criteria

Field/Checkbox	Action	Comments
Icon	Choose an icon for the analytics designer. Possible icons are icons in the SAPUI5 version specified in Activating the Manage Configuration Application [page 399] .	The icon is displayed before the analytics designer name in Manage Configuration.
Transport Request	Enter a request for activating and transporting the configuration (including deleting an object) to a target system.	<p>You see this field if you are in the Customizing client of the system.</p> <p>The object will be transported as Logical Transport Object עצמאות with the reference ID (a uuid not displayed on UI) of the analytics designer.</p>

5. On the [Program](#) tab, choose a program whose output is to be displayed as KPI details when the payroll process manager clicks a KPI chart in the Monitoring step in My Processes.

All the existing executable programs in the system are listed in the value help.

6. To overwrite the selections defined in the program variant, specify the parameter on the selection screen and specify the parameter value you want to use for running the program.

If you need more variables, go to the [Data](#) tab and create result variables. See [Step: Defining Data \[page 430\]](#)

7. On the [Data](#) tab, create result variables that you need.

For information about the configuration and use of result variables, see [Data Section \[page 411\]](#).


Results that are defined on the Data tab can be used as variables in auxiliary calculations or on the Program tab if relevant.

8. If you need further variables based on calculation of the variables in Data section, go to the [Auxiliary Calculations](#) tab and use the expression to define the calculation you need.

For information about the configuration and use of auxiliary calculations, see [Auxiliary Calculations \[page 414\]](#).

❖ Example

On the Data tab, you have defined the results: Personnel Area, Personnel Subarea, First Name, Last Name. Now you can use Auxiliary Calculations to define an employees full name as the concatenation of First Name and Last Name.

<input type="checkbox"/>	Id	Name	Expression
<input type="checkbox"/>	EMP_NAME	Employee Name	Concatenate([Data 1]-[First Name] , [Data 1]-[Last Name]) 

You can use the variable defined in auxiliary calculations on Program tab if relevant.

9. To have a preview of the current object, choose the Preview button in the application toolbar and proceed as follows:

- a. On the [Preview](#) screen, select a recurrence from the dropdown menu.

The dropdown menu displays a list of process recurrences that have the same country/region as the current object and whose current step is the Monitoring step.

- b. Choose [Show Result](#).

10. Choose [Activate](#) to save your input. Correct any errors prompted and choose [Activate](#) again when you are done.

Next Steps

You need to assign the analytics designer for KPI details to KPIs, which are in turn assigned to a payroll process. See [Configuring KPIs in Manage Configuration \[page 485\]](#).

As a result, the payroll process manager can see KPI details by clicking a KPI chart in the Monitoring step in My Processes.

Related Information

[Supported Expressions in Manage Configuration \[page 405\]](#)

[Important Notes for Updating Activated Objects in Manage Configuration \[page 416\]](#)

16.2.1.6.2.2 Configuring KPI Details with Table Layout

Configure KPI details with the table layout by configuring an analytics designer in Manage Configuration. When you configure the KPI details with a table layout, you can group rows or sort columns for the table content of a KPI tile.

Prerequisites

- You've prepared the system for using Manage Configuration. See [Activating the Manage Configuration Application \[page 399\]](#).
- Analytics designer types of the category KPI Details have been created. See [Configuration of KPI Details Using Analytics Designer in Manage Configuration \[page 440\]](#).
- You have the authorization to edit analytics designers in Manage Configuration. See [Authorization for Manage Configuration Users \[page 687\]](#).

Procedure

1. From Home screen, choose [Payroll](#) to access Payroll Control Center and then choose the [Manage Configuration](#) tab.
2. In the left panel, choose [Designer](#).
3. Create a new analytics designer or edit an existing one.
 - To copy from an existing analytics designer, proceed as follows:
 1. Click the analytics designer you want to copy from and then choose the Copy button.
A new analytics designer is created with the default ID `<OriginalAnalyticsDesignerID>_COPY` and the default name [Copy from <OriginalAnalyticsDesignerName>](#).
 2. Close the analytics designer that you copied from and find the new analytics designer from the list of analytics designers.

3. Click the new analytics designer and then choose [Edit](#).
 - To create a new analytics designer from scratch, choose the Add icon at the upper right corner.
 - To edit an existing analytics designer, click it and then choose [Edit](#).
4. On the [Administration](#) tab, enter the relevant basic information for the analytics designer.

Field/Checkbox	Action	Comments
ID	Enter a unique ID for the analytics designer.	The ID must not exceed 30 characters including numbers and letters and must not include special characters.
Name	Enter a name for the analytics designer.	--
Type	Select an analytics designer type from the dropdown list.	<p>The list of analytics designer types have been created in Configuration Workbench. Note that there are two categories of analytics designer type in Configuration Workbench. For creating KPI details, select an analytics designer type of category KPI.</p> <p>The country/region of the analytics designer type is displayed in the Country/Region field below.</p>
Country/Region	<p>By default, the country/region of the analytics designer type is displayed as the country/region of the analytics designer.</p> <p>When needed and possible, select the country or region for which this analytics designer is applicable.</p>	For example, if the country/region of the analytics designer type is All Countries, you can select a specific country/region from the list.
Content	Choose Table .	-
Icon	Choose an icon for the analytics designer. Possible icons are icons in the SAPUI5 version specified in Activating the Manage Configuration Application [page 399] .	The icon is displayed before the analytics designer name in Manage Configuration.
Transport Request	Enter a request for activating and transporting the configuration (including deleting an object) to a target system.	<p>You see this field if you are in the Customizing client of the system.</p> <p>The object will be transported as Logical Transport Object פצדפ with the reference ID (a uuid not displayed on UI) of the analytics designer.</p>

5. On the [Columns](#) tab, define the column number, header, alignment, and width for the table.

❖ Example

Column	Header	Alignment	Width
Column 1	"Wage Type"	Begin	10%
Column 2	"Wage Type Name"	Begin	30%
Column 3	"Current Amount"	Begin	15%
Column 4	"Previous Amount"	Begin	15%
Column 5	"Difference"	Begin	15%

- Add a column.
- Define a column header.

For example, if you want to define a column header "Employee Name", you can define a constant with the text **Employee Name**.

- Define the alignment and the column width percentage.
- Repeat the above steps to add more columns.

i Note

Make sure that the total width for all columns does not exceed 100%. Otherwise, the table might not be displayed properly.

The corresponding number of columns are added on the [Row Template](#) tab.

- In [Row Template](#), define the row content for each column.

If you need more variables, go to the [Data](#) tab and create result variables. See [Step for Defining Data \[page 430\]](#).

❖ Example

Row Template

Column	Row Content
Column 1	[Current Period]-[Wage Type]
Column 2	Text([Current Period]-[Wage Type])
Column 3	[Current Period]-[Sum of 'HR Payroll: Amount']
Column 4	[Previous Period]-[Sum of 'HR Payroll: Amount']
Column 5	[Difference]

- If needed, define how the table should be sorted in [Sorting](#).

❖ Example

In this example, the table is sorted by ascending order based on the content of Column 1.

Sorting	
Column	Direction
Column 1	Ascending

8. If needed, define how table rows should be grouped in [Grouping](#).

- **ID**: Define the logic for grouping table rows and the corresponding grouping ID.
The groups are sorted in ascending order based on the grouping ID.
- **Name**: Define the grouping name.
The grouping name is displayed in the final output.

❖ Example

In this example, table rows are grouped into the following three groups:

i Note

Here the variable Difference is defined in Auxilliary Calculations and means the difference of a wage type value between the current period and the previous period.

- If a wage type value of the current period is bigger than that of the previous period, group them under the ID "INC" and the name "Amount Increase".
- If a wage type value of the current period is smaller than that of the previous period, group them under the ID "DEC" and the name "Amount Decrease".
- If a wage type value of the current period is the same as that of the previous period, group them under the ID "UNC" and the name "Unchanged".

Grouping

```
ID: If( [Difference] > 0 , "INC" , If( [Difference] < 0 , "DEC" , "UNC" ) )
Name: If( [Difference] > 0 , "Amount Increase" , If( [Difference] < 0 , "Amount Decrease" , "Unchanged" ) )
```

9. On the [Data](#) tab, create result variables that you need.

For information about the configuration and use of result variables, see [Data Section \[page 411\]](#).

Results that are defined on the Data tab can be used as variables in auxiliary calculations or on the Program tab if relevant.

10. If you need further variables based on calculation of the variables in Data section, go to the [Auxiliary Calculations](#) tab and use the expression to define the calculation you need.

For information about the configuration and use of auxiliary calculations, see [Auxiliary Calculations \[page 414\]](#).

❖ Example

On the Data tab, you have defined the results: Personnel Area, Personnel Subarea, First Name, Last Name. Now you can use Auxiliary Calculations to define an employees full name as the concatenation of First Name and Last Name.

<input type="checkbox"/>	Id	Name	Expression
<input type="checkbox"/>	EMP_NAME	Employee Name	Concatenate([Data 1]-[First Name] , [Data 1]-[Last Name])

You can use the variable defined in auxiliary calculations on Program tab if relevant.

11. To have a preview of the current object, choose the Preview button in the application toolbar and proceed as follows:

- a. On the [Preview](#) screen, select a recurrence from the dropdown menu.

The dropdown menu displays a list of process recurrences that have the same country/region as the current object and whose current step is the Monitoring step.

- b. Choose [Show Result](#).

12. Choose [Activate](#) to save your input. Correct any errors prompted and choose [Activate](#) again when you are done.

Example

Table Layout

Wage Type

Wage Type Name

1

Current Amount

Previous Amount

Difference

Amount Decrease

2

O15D

150% Overtime Pay Tax Ded

Amount Increase

/101

Total gross amount

/103

Monthly Salary

/140

Income Excl. OT, SI

/150

PHF/SI base:Month Salary

3

/151

Total Basic Salary

/201

Average basis 01

/202

Average basis 02

/203

Average basis 03

/204

Average basis 04

/205

Average basis 05

1. Column Header

2. Group Name

3. Row Template Content

Next Steps

You need to assign the analytics designer for KPI details to KPIs, which are in turn assigned to a payroll process. See [Configuring KPIs in Manage Configuration \[page 485\]](#).

As a result, the payroll process manager can see KPI details by clicking a KPI chart in the Monitoring step in My Processes.

16.2.1.6.2.3 Configuring KPI Details with Label-Value Pairs

Configure KPI details with the table layout by configuring an analytics designer in Manage Configuration. The simple form layout consists of label-value pairs. You can define multiple groups to group different label-value pairs.

Prerequisites

- You've prepared the system for using Manage Configuration. See [Activating the Manage Configuration Application \[page 399\]](#).
- Analytics designer types of the category KPI Details have been created. See [Configuration of KPI Details Using Analytics Designer in Manage Configuration \[page 440\]](#).
- You have the authorization to edit analytics designers in Manage Configuration. See [Authorization for Manage Configuration Users \[page 687\]](#).

Procedure

1. From Home screen, choose [Payroll](#) to access Payroll Control Center and then choose the [Manage Configuration](#) tab.
2. In the left panel, choose [Designer](#).
3. Create a new analytics designer or edit an existing one.
 - To copy from an existing analytics designer, proceed as follows:
 1. Click the analytics designer you want to copy from and then choose the Copy button.
A new analytics designer is created with the default ID <OriginalAnalyticsDesignerID>_COPY and the default name [Copy from <OriginalAnalyticsDesignerName>](#).
 2. Close the analytics designer that you copied from and find the new analytics designer from the list of analytics designers.
 3. Click the new analytics designer and then choose [Edit](#).
 - To create a new analytics designer from scratch, choose the Add icon at the upper right corner.
 - To edit an existing analytics designer, click it and then choose [Edit](#).
4. On the [Administration](#) tab, enter the relevant basic information for the analytics designer.

Field/Checkbox	Action	Comments
ID	Enter a unique ID for the analytics designer.	The ID must not exceed 30 characters including numbers and letters and must not include special characters.
Name	Enter a name for the analytics designer.	--
Type	Select an analytics designer type from the dropdown list.	
Country/Region	By default, the country/region of the analytics designer type is displayed as the country/region of the analytics designer. When needed and possible, select the country or region for which this analytics designer is applicable.	For example, if the country/region of the analytics designer type is All Countries, you can select a specific country/region from the list.
Content	Choose Label-Value Pairs .	-
Icon	Choose an icon for the analytics designer. Possible icons are icons in the SAPUI5 version specified in Activating the Manage Configuration Application [page 399] .	The icon is displayed before the analytics designer name in Manage Configuration.
Transport Request	Enter a request for activating and transporting the configuration (including deleting an object) to a target system.	You see this field if you are in the Customizing client of the system. The object will be transported as Logical Transport Object PTCD with the reference ID (a uuid not displayed on UI) of the analytics designer.

5. On the [Label-Value Pairs](#) tab, add a group or edit an existing group, and then add label-value pairs for the group.

If you need more variables than you see in the value help, go to the [Data](#) tab and create result variables. See [Step: Defining Data \[page 438\]](#)

- a. Specify a group name.

The group name is used for the configuration of the analytics designer.

- b. Specify a meaningful group title.

The group title is displayed in the final output of the root cause analysis.

If you want to define a group title "Organizational Data", you can define a constant with the text **Organizational Data**.

If you want to define a group title that shows the company code, you can use the variable **Company Code** or use the function Text together with variable **Company Code**.

- c. Add items under the group.


In the [Label](#) column, usually you enter some fixed text as a constant.

In the [Value](#) column, define the value to be displayed.

















- d. Repeat the above steps to add more groups and items based on your needs.

❖ Example

Name:

Title: 

Items ↑ ↓ 🗑️ +

<input type="checkbox"/>	Label	Value
<input type="checkbox"/>	"Gender" 	Text([Data 1]-[Gender]) 
<input type="checkbox"/>	"Personnel Area" 	Text([Data 1]-[Personnel Area]) 
<input type="checkbox"/>	"Personnel Subarea" 	Text([Data 1]-[Personnel Subarea]) 
<input type="checkbox"/>	"Company Code" 	Text([Data 1]-[Company Code]) 
<input type="checkbox"/>	"Employee Group" 	Text([Data 1]-[Employee Group]) 
<input type="checkbox"/>	"Employee Subgroup" 	Text([Data 1]-[Employee Subgroup]) 
<input type="checkbox"/>	"Business Area" 	Text([Data 1]-[Business Area]) 
<input type="checkbox"/>	"HR Admin" 	Text([Data 1]-[Administrator for HR Master Data]) 

6. If you need to define additional data for your analytics designer, on the [Data](#) tab, choose the Add icon to create result variables.

For information about the configuration and use of result variables, see [Data Section \[page 411\]](#).

You can use the variable defined on Data tab in auxiliary calculations or label-value pairs if relevant.

7. If you need further variables based on calculation of the variables in Data section, go to the [Auxiliary Calculations](#) tab and use the expression to define the calculation you need.

For information about the configuration and use of auxiliary calculations, see [Auxiliary Calculations \[page 414\]](#).

❖ Example

On the Data tab, you have defined data section "Data 1" with two result variables for employee's first name and last name in the current payroll period. Now you can use Auxiliary Calculations to further define a variable for the employee name, which is the concatenation of employee's first name and last name.

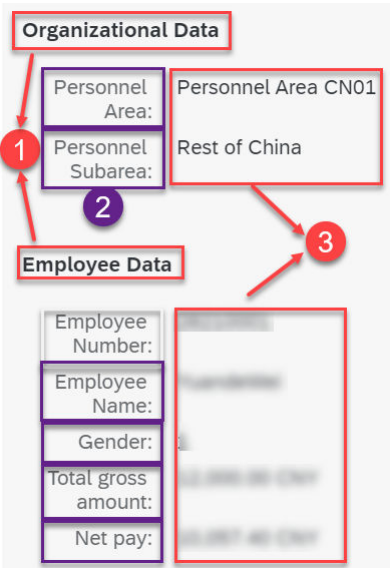
Auxiliary Calculations 🗑️ +

<input type="checkbox"/>	Id	Name	Expression
<input type="checkbox"/>	EMP_NAME	Employee Name	Concatenate([Data 1]-[First Name] , [Data 1]-[Last Name]) 

You can use these variables in label-value pairs.

8. To have a preview of the current object, choose the Preview button in the application toolbar and proceed as follows:
 - a. On the [Preview](#) screen, select a recurrence from the dropdown menu.
 The dropdown menu displays a list of process recurrences that have the same country/region as the current object and whose current step is the Monitoring step.
 - b. Choose [Show Result](#).
9. Choose [Activate](#) to save your input. Correct any errors prompted and choose [Activate](#) again when you are done.

Example

Label-Value Pair Layout	Comments
	<ol style="list-style-type: none"> 1. Group Title 2. Item Label 3. Item Value

Next Steps

You need to assign the analytics designer for KPI details to KPIs, which are in turn assigned to a payroll process. See [Configuring KPIs in Manage Configuration \[page 485\]](#).

As a result, the payroll process manager can see KPI details by clicking a KPI chart in the Monitoring step in My Processes.

16.2.1.7 Configuring Validation Rule Types in Configuration Workbench

A validation rule type collects the relevant technical context (such as country/region and the run time class with all supported variables) for defining a validation rule. Create validation rule types so that they can later on be used to create and update validation rules in Manage Configuration application in the development or production system.

Prerequisites

- You have prepared the system for using Configuration Workbench to set up Payroll Control Center. See [Activating Configuration Workbench for Payroll Control Center \[page 391\]](#).
- You have the authorization to edit objects in Configuration Workbench. See [Authorization for Configuration Workbench User \[page 687\]](#).
- Business function Payroll Control Center: Manage Configuration (Validation Rules and KPIs) (HCM_LOC_CI_109) is activated.
- - If you use the SAP standard class CL_PYC_TSK_VR_DEFAULT (Default Implementation with Configurable Dimensions, Results and Build-in Root Cause Analysis), you can define dimensions and results in the validation rule type so that users who configure validation rules can select from the value help defined in the class. See [Default Logic Implementation \[page 720\]](#).
 - If you want to create your own logic, inherit from other subclasses under CL_PYC_TSK_VR_BASE_1. You will see the [Logic](#) tab instead of [Dimensions](#) and [Results](#) tabs for the validation rule type in Configuration Workbench. For information about the implementation details, see the attachments for technical guide on custom logic implementation in SAP Note [3048619](#).

Context

For example, because of a legal change, a new type of employee master data is required for a payroll run. Based on the existing validation rule type that you have defined, an authorized business user, for example, a payroll process manager, can create a validation rule in Manage Configuration to check that all the required master data have been maintained.


Procedure

1. Access Configuration Workbench.

In SAP Easy Access menu, choose ► [Human Resources](#) ► [Payroll](#) ► [International](#) ► [Tools](#) ► [Payroll Control Center](#) ► [Configuration Workbench](#) (transaction code PYC_CONF_WB).
2. Switch to the edit mode by choosing the Display/Change icon in the application toolbar.
3. In the left panel, choose [Validation Rule Type](#) from the dropdown list and do one of the following to create a new validation rule type:

- (Recommended) Copy a standard or existing validation rule.
To do so, double-click a standard or existing validation rule that you want to copy from, choose the Copy icon in the application toolbar, enter a unique ID for the new validation rule, and then choose [Continue](#). All the attributes and values, except for the ID, of the original validation rule are copied to the new validation rule.
- You can also create a new validation rule type from scratch.
To do so, choose the Create icon in the application toolbar, enter a unique ID and a name for the new validation rule type, and then choose [Continue](#).

4. Choose the [Basic Information](#) tab and configure basic information of the validation rule.

Field/Checkbox	Action	Comments
Name	Enter a name for the validation rule.	--
Country/Region	Choose the country or region for which this validation rule type is applicable.	<ul style="list-style-type: none"> • "*" (All countries/regions), if the type isn't country/region-specific • Empty value means method <code>GET_COUNTRIES</code> from the default rule logic class decides the allowed list. • Otherwise you need to specify a specific country/region.
Rule Logic	Enter an existing class as rule logic.	<ul style="list-style-type: none"> • If you use the SAP standard subclass <code>CL_PYC_TSK_VR_DEFAULT</code> (Default Implementation with Configurable Dimensions, Results and Build-in Root Cause Analysis), you can use the dimensions and results defined in the default logic to configure the validation rule type so that the users who configure validation rules in Manage Configuration can use these supported dimensions and results of validation rule type. For more information, see Default Logic Implementation [page 720]. • You can build a new class in transaction SE24 (Class Builder). The rule logic for validation rule types must inherit from base class <code>CL_PYC_TSK_VR_BASE_1</code> (PCC VR Base Class). If you inherit from other subclasses under <code>CL_PYC_TSK_VR_BASE_1</code>, you need to define the dimensions and results in your own class. For implementation details, see 3048619 .

Field/Checkbox	Action	Comments
Alert Entity	The alert entity is defined by the rule logic.	<p>The alert entity is defined in the rule logic.</p> <p>If you choose PERNR (Personnel Number), the validation rule gives an alert for each personnel number whose master data or payroll data is incomplete.</p> <div> <p>i Note</p> <p>If you choose a different parameter as alert entity, for example, ABKRS (Payroll Area), Recheck and Event Handler will not work for non-PERNR alerts. Therefore, to correct non-PERNR alerts, relevant steps that execute such validation rules must be repeated for all employees.</p> <p>For information about the recheck and Event Handler, see Shadow Process [page 611] and Event Handler [page 609].</p> </div>
Keep resolved alerts status in associated follow-up process	Select this checkbox if you want the productive payroll results to take over the Set to Resolved status (of alerts from this validation rule) that have been set during the monitoring process.	When this checkbox is selected, the validation rule copies the Set to Resolved status of employee's findings that have been set by the payroll administrator during the monitoring process into the productive process findings, if the same findings are detected for the same employees.
This validation rule requires process steps that provide the following data	<p>If this validation rule requires data provided by certain process steps that are before the Initiate Policies step, specify what data is needed by this validation rule:</p> <ol style="list-style-type: none"> 1. Choose the Insert Row icon. 2. Select the row Payroll Data in the Data dialog, and then choose Continue. 	Accordingly, when you configure a step template, you need to specify whether the step template provides data to validation rules and what data is provided. For more information, see Configuring Step Templates [page 599] .

Depending on the rule logic you've selected, different tabs are displayed:

Rule Logic	Tabs
SAP standard subclass CL_PYC_TSK_VR_DEFAULT (Default Implementation with Configurable Dimensions, Results and Build-in Root Cause Analysis)	<p>The following tabs are displayed, and you can continue with Step 5.</p> <ul style="list-style-type: none"> • Dimensions • Results • Alert Operations • Root Cause Analysis (display-only, defined from the rule logic)

Rule Logic	Tabs
If you inherit from other subclasses under CL_PYC_TSK_VR_BASE_1	<p>The following tabs are displayed, and you can proceed to Step 7.</p> <ul style="list-style-type: none"> • Logic (display-only, defined in the rule logic) The list of result variables and condition variables defined in the rule logic are displayed under the Alert Entity field. • Alert Operations • Root Cause Analysis (display-only, defined in the rule logic)

5. If you use the default subclass CL_PYC_TSK_VR_DEFAULT as rule logic, specify the dimensions for the validation rule type on the [Dimensions](#) tab.

See [Specifying Supported Dimensions in Configuration Workbench \[page 422\]](#).

The supported dimensions are used as the following:

- Dimensions when users define conditions in the [Data](#) section in Manage Configuration
- Picklist on the [Results](#) tab in the next step

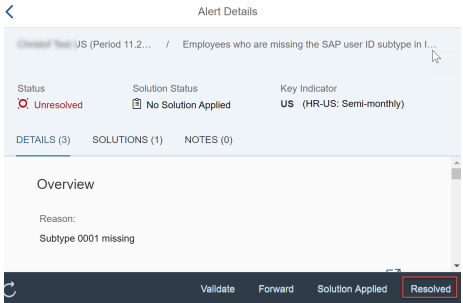
6. After you've defined dimensions of the validation rule type, specify the results for the validation rule type on the [Results](#) tab.

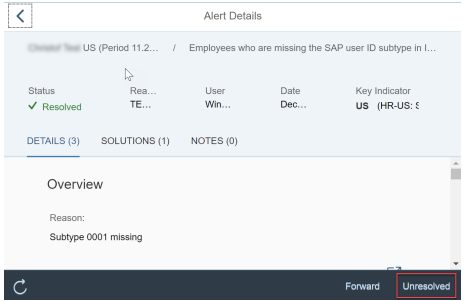
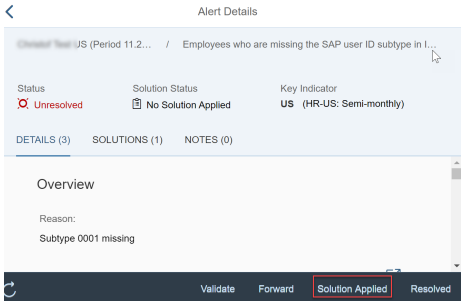
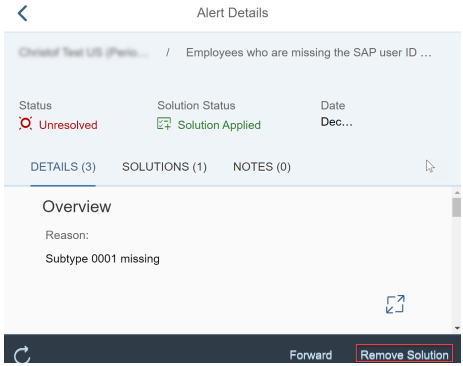
See [Specifying Supported Results in Configuration Workbench \[page 424\]](#).

The supported results are used as value help when users define results in the [Data](#) section in Manage Configuration.

7. Choose the [Alert Operations](#) tab and specify the possible operations for the alerts.

Payroll Control Center supports the following operations for an alert. They are by default enabled for all validation rules. If you need to disable any of the alert operations, just deselect them. The corresponding button in the My Alerts application is then deactivated.

Alert Operation	Action	Comments
Set to Resolved	<p>Define one or more reasons for setting an alert to resolved without making any corrections (for example, because the alert is a specially approved case).</p> <ol style="list-style-type: none"> 1. Choose the Reasons button. 2. In the Alert Operations dialog box, choose the Insert Row icon and enter a reason code and text for the reason.. 3. If needed, add more reasons. 4. Choose Continue to save the reasons. 	<p>In My Alerts application, if the payroll administrator considers an alert to be a false alarm, he or she can set it to resolved by choosing the Resolved button and a reason. The alert is then moved from the Unresolved list to the Resolved list.</p> 

Alert Operation	Action	Comments
Reset Status	<p>Define one or more reasons for setting an alert that has been set to resolved back to the status Unresolved.</p> <ol style="list-style-type: none"> 1. Choose the Reasons button. 2. In the Alert Operations dialog box, choose the Insert Row icon and enter a reason code and text for the reason.. 3. If needed, add more reasons. 4. Choose Continue to save the reasons. 	<p>In My Alerts application, the payroll administrator has set an alert to resolved. On the next day, he or she realizes that further investigation or correction is needed, he or she can find this alert in the Resolved list and reset the status by choosing the Unresolved button and choosing a reason. The alert is then moved back to the Unresolved list.</p> 
Solution Applied	--	<p>In My Alerts application, after making corrections to an alert, the payroll administrator can choose Solution Applied to move the alert to the corresponding list.</p> 
Remove Solution	--	<p>The payroll administrator can set the alert in the Solution Applied list back to Unresolved by choosing the Remove Solution button.</p> 

8. Choose the Validate icon in the application toolbar to validate your configuration. If needed, make corrections according to validation messages.

Dimensions and results in the supported list are checked against the dimension picklist and result picklist respectively. If dimensions in the supported list don't exist in the picklist, an error message is displayed for each such dimension.

Double-click any of these error messages to select all the invalid dimensions and then choose Delete icon to delete them.

9. Save the data. Enter a transport request for saving and transporting your entries.

The validation rule type is saved in the request.

Next Steps

- Based on the validation rule types that you have created, you or an authorized business user need to create validation rules using the *Manage Configuration* app. See [Configuring Validation Rules in Manage Configuration \[page 470\]](#).
- If later on you need to update the validation rule type, you can use the Where-Used List icon in the application toolbar to find a list of objects that are using this validation rule type. Note that some changes take effect immediately, some require manual activities, and some changes are restricted. For more information about updating saved objects, see [Important Notes for Updating Saved Objects in Configuration Workbench \[page 542\]](#).

[Root Cause Analysis \[page 461\]](#)

The root cause analysis is a result detail type. It is a type of error detail for an alert type, which is usually PERNR (Personnel Number). The root cause analysis helps payroll administrators to analyze the detailed data that is causing this validation rule to give an alert.

[Sample Root Cause Analyses \[page 461\]](#)

Payroll Control Center provides a list of root cause analyses in the standard delivery. If the sample root cause analyses don't meet your customized requirements, it's recommended that you use analytics designer in Manage Configuration to create your root cause analyses.

Related Information

[Specifying Supported Dimensions in Configuration Workbench \[page 422\]](#)


[Specifying Supported Results in Configuration Workbench \[page 424\]](#)

[General Operations in Configuration Workbench \[page 533\]](#)

16.2.1.7.1 Root Cause Analysis

The root cause analysis is a result detail type. It is a type of error detail for an alert type, which is usually PERNR (Personnel Number). The root cause analysis helps payroll administrators to analyze the detailed data that is causing this validation rule to give an alert.

The result detail can be calculated at run time in My Alerts or persisted in advance at the step that executes the sets of validation rules of the payroll process. It is presented as a UI section displayed on the [Alert Details](#) page in My Alerts.


 Example

Root Cause Analysis

UI Example

Show key value

Productive Payroll (ZB) (October 2019)


 Address Diff Check Between IT0006 and Personal Area (Sample)

UNRESOLVED (1) SOLUTION APPLIED (0) RESOLVED (0) COMPLETED (0) NOT ASSIGNED (0)

<input type="checkbox"/> Employee	Key Indicator	Details	Solutions
<input type="checkbox"/> 28170034	ZB	Payroll Area: <input type="text"/> Country Key of Address: <input type="text"/> Country Key of Personnel Areas: <input type="text"/>	Add missing address info to infotype 6

Show summary

Productive Payroll (ZB) (October 2019)

 Address Diff Check Between IT0006 and Personal Area (Sample)

UNRESOLVED (1) SOLUTION APPLIED (0) RESOLVED (0) COMPLETED (0) NOT ASSIGNED (0)

<input type="checkbox"/> Employee	Key Indicator	Details	Solutions
<input type="checkbox"/> 28170034	ZB	Payroll Area: <input type="text"/> Country Key of Address: <input type="text"/> Country Key of Personnel Areas: <input type="text"/>	Add missing address info to infotype 6

16.2.1.7.2 Sample Root Cause Analyses

Payroll Control Center provides a list of root cause analyses in the standard delivery. If the sample root cause analyses don't meet your customized requirements, it's recommended that you use analytics designer in Manage Configuration to create your root cause analyses.


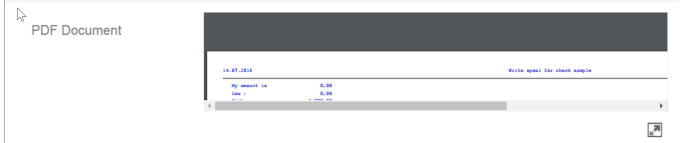

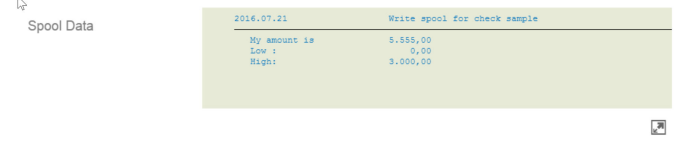
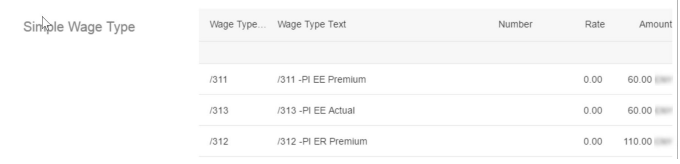

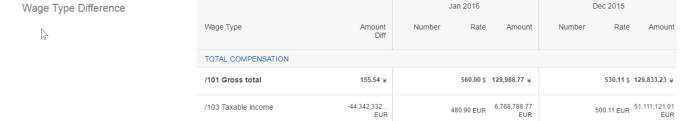
i Note

These root cause analyses are already assigned to the parameter type PERNR (Personnel Number) in the standard delivery. They should suffice to provide the root cause analysis for your validation rules. If you need to create your own root cause analysis anyway, then you need to create your custom parameter type for example, ZPERNR (Personnel Number) and create and assign your custom result detail types in Customizing activity *Define Parameter Types* (under Customizing for ► *Payroll International* ► *Payroll Control Center* ► *General Settings* ►).

i Note

The sample objects in Payroll Control Center are provided for reference. They don't cover all business scenarios. You're recommended to copy from the sample objects and make your own changes based on your needs.

Don't use the sample objects directly, because if you use them directly, later changes by SAP to these predelivered objects cause inconsistency or errors in your system.

Result Detail Type ID	Result Detail Type Name	Appearance on the UI (Example)
SAP_GOV	Generic Overview	
SAP_PDF	PDF Document	
SAP_SFO	Simple Form	
SAP_SPO	Spool Data	
SAP_SWT	Simple Wage Type	
SAP_TXT	Text	
SAP_WTD	Wage Type Difference	

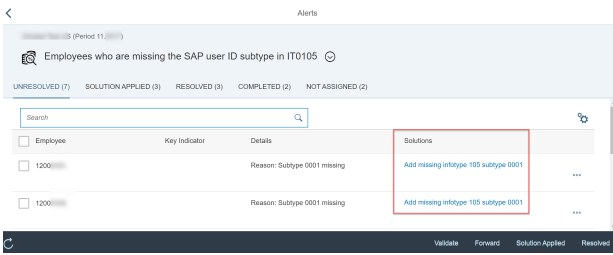
Related Information

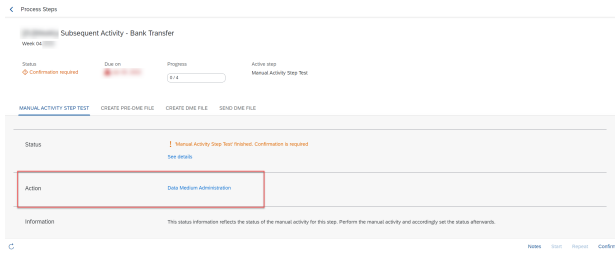
[Default Logic Implementation \[page 720\]](#)

16.2.1.8 Actions for Solutions and Step Links

You use the object type [Action](#) in Configuration Workbench to define solutions for alerts for My Alerts and step links to be displayed in steps for additional information in My Processes.

An action in Configuration Workbench can be divided into the following categories:

Category	Display on UI	Subsequent Task
Solution	<p>A solution is displayed as a hyperlink that the payroll administrator can access from both the Alerts and Alert Details pages in My Alerts. The solution points the payroll administrator to a predefined URL to correct the master data for the specific employee.</p>  <p>❖ Example</p> <p>A typical example of a solution is "Add missing address information in infotype 0006". When payroll administrators click this solution for the alert in My Alerts, they are directed to the corresponding UI for adding missing address information.</p>	<p>After the action of the Solution category is created, you assign the solution to a validation rule and specify the parameter value.</p> <p>Depending on your implementation scenario, you configure a validation rule either in Manage Configuration or in Configuration Workbench.</p> <ul style="list-style-type: none">Implementation scenario: (Recommended) Configure Payroll Control Center Using Manage Configuration and Configuration Workbench [page 386]<ul style="list-style-type: none">Step: Assign Solutions to Validation Rule in Manage Configuration [page 474]Implementation scenario: Configure Payroll Control Center in Configuration Workbench [page 522]<ul style="list-style-type: none">Step: Assign Solutions to Validation Rule in Configuration Workbench [page 585]

Category	Display on UI	Subsequent Task
Step	<p>A step link is displayed on the step tab in My Processes in the Action section.</p>  <div> <p>Note</p> <p>The Action section with the step link is only visible when the step has the status <i>In Progress</i>. If the step isn't started yet or is already confirmed, you can't see the Action section or the step link on the step tab.</p> </div>	<p>After the action of the Step category is created, you assign a step link to a step template and specify the parameter value. See Step: Assign Action to Step Template in Configuration Workbench [page 602].</p>

Components of Action Links

You define an action link by inserting variables and parameters to formulate a hyperlink.

- A variable is automatically wrapped with double curly braces { { <VARIABLE_ID> } }. A variable either has a fixed value defined when the variable was created or gets a value dynamically at runtime from the process context.
- A parameter is automatically wrapped with double square brackets [[<PARAMETER_ID>]]. You must specify the parameter value at design time when you assign the action (category [Solution](#)) to a **validation rule** or when you assign the action (category [Step](#)) to a **step template**.
- Texts and symbols as used in a URL

To view the detailed setting of a variable or parameter, you can double-click a variable or parameter in the action link in Configuration Workbench.

[Configuring Actions in Configuration Workbench \[page 465\]](#)

Actions can be divided into two categories: solutions or step links. You configure actions to provide solution proposal for a type of errors (for example, missing address information) or provide step links to direct payroll process managers to a specific URL.

16.2.1.8.1 Configuring Actions in Configuration Workbench

Actions can be divided into two categories: solutions or step links. You configure actions to provide solution proposal for a type of errors (for example, missing address information) or provide step links to direct payroll process managers to a specific URL.

Prerequisites

All parameters that are used in the action link must have already been defined in the Customizing activity [Define Parameter Types](#) under ► [Payroll: International](#) ► [Payroll Control Center](#) ► [General Settings](#) ►. Only the parameters with the attribute *Par. Type allowed for Input* set to yes can be used to define actions.

Procedure

1. Access Configuration Workbench.

In the SAP Easy Access menu, choose ► [Human Resources](#) ► [Payroll](#) ► [International](#) ► [Tools](#) ► [Payroll Control Center](#) ► [Configuration Workbench](#) ► (transaction code PYC_CONF_WB).

2. Switch to the edit mode by choosing the Display/Change icon in the application toolbar.
3. In the left panel, choose [Action](#) from the dropdown list, select an existing action that you want to edit, or create a new action by doing one of the following:
 - (Recommended) Copy a standard or existing action.
To do so, double-click a standard or existing action that you want to copy from, choose the Copy icon in the application toolbar, enter a unique ID for the new one, and then choose [Continue](#).
All the attributes and values, except for the ID, of the original solution are copied to the new one.
 - You can also create a new action from scratch.
To do so, choose the Create icon in the application toolbar, enter a unique ID and a name for the new action, and then choose [Continue](#).

→ Tip





You can't filter different categories (solution or step link) of action. Therefore, to make it easier to identify the different categories, it's suggested that you define an ID naming convention for solutions and step links, for example, Z_SOL_<ID> for solutions and Z_STEP_<ID> for step links.

4. On the [Basic Information](#) tab, configure basic information of the action.

Field/Checkbox	Action	Comments
Name	Enter a name.	The action name will be shown as the link text for the action. See Actions for Solutions and Step Links [page 571] .

Field/Checkbox	Action	Comments
Description	Enter a description.	The action description will be shown as the tooltip when you hover the mouse over the action link text.
Category	Choose a category: <ul style="list-style-type: none"> Solution Step 	See Actions for Solutions and Step Links [page 571] . You can change the category of an action if necessary.

5. On the [Details](#) tab, specify the action link.

Field/Checkbox	Action	Comment
(Relevant for solutions only) Component	<p>If you selected the category Solution in step 4, you see a Component checkbox. Select this checkbox if the solution link is an SAPUI5 component.</p> <p>If the solution link is a URL, make sure that the Component checkbox is not selected.</p>	<p>If the solution link is an SAPUI5 component, enter the component ID as solution link, for example, <code>{{SYSTEM_EC}} {{Z_PEOPLE_PROFILE}} #user / {{EMPLOYEE_ID_EC}} / payrollIntegration and hrpy_pcc_em_cmp.errorManagement.ErrorDetail.</code></p>
Relevant for both solutions and step links: URL	<p>You define a solution or a step link by inserting variables and parameters to formulate a hyperlink.</p> <ul style="list-style-type: none"> To insert variables, choose the Variable button. If you can't find the variable you need, proceed to the next step. To insert parameters, choose the Parameter button. If you can't find the parameter, you need to define it first in the Customizing activity Define Parameter Types under  Payroll: International <ul style="list-style-type: none">  Payroll Control Center  General Settings . 	<p>A URL can be an HTTP URL or another protocol such as <code>mailto</code>, which can be accessed with a browser.</p> <ul style="list-style-type: none"> A variable either has a fixed value defined when the variable was created or gets a value dynamically at runtime from the process context. It is shown as embedded with double curly braces <code>{{<variable>}}</code> in the solution link, for example, <code>{{SYSTEM}}</code> and <code>{{EMPLOYEE_ID}}</code>. A parameter gets its value at design time. That means that you must specify the parameter value when you assign the action (category Solution) to a validation rule or when you assign the action (category Step) to a step template. A parameter is shown as embedded with double square brackets <code>[[<parameter>]]</code>, for example, <code>[[INFTY]]</code> (meaning info-type).

i Note

Make sure that the final assembled link string (including converted variable value at runtime and parameter values specified at design time) does not exceed the length limit.

- For SAPUI5 Component, the limit is 255 characters.
- For URL, the limit is 1200 characters (up to 10 fields with maximally 120 characters per field).

You can double-click a variable or parameter in the action in Configuration Workbench to view details of the variable or parameter.

6. If the variable you need hasn't been created it, choose the [Variable](#) button and, in the [Variable](#) dialog box, choose the Create icon in the application toolbar.
 - a. Define the variable ID and Name (description).
 - b. If the variable has a fixed value, enter the fixed value in the [Fixed Value](#) field.
 - c. If the variable has a dynamic value (that is, it will get the value at runtime), create a class implementing interface `IF_PYD_SOLUTION_VAR` and make sure that method `GET_VALUE` is implemented.
 - d. Save your entries.
7. Follow the instructions in step 5 to create the action link.
8. Save the data. You need to enter a development request for saving your entries.

Results

The action is created in Configuration Workbench. If it is a solution, it's also available in Manage Configuration in the same system.

Next Steps

To use the action, you need to do the following:

- After the action of the Solution category is created, you assign the solution to a validation rule and specify the parameter value.

Depending on your implementation scenario, you configure a validation rule either in Manage Configuration or in Configuration Workbench.

 - Implementation scenario: [\(Recommended\) Configure Payroll Control Center Using Manage Configuration and Configuration Workbench \[page 386\]](#)
 - [Step: Assign Solutions to Validation Rule in Manage Configuration \[page 474\]](#)
 - Implementation scenario: [Configure Payroll Control Center in Configuration Workbench \[page 522\]](#)
 - [Step: Assign Solutions to Validation Rule in Configuration Workbench \[page 585\]](#)
- After the action of the Step category is created, you assign a step link to a step template and specify the parameter value. See [Step: Assign Action to Step Template in Configuration Workbench \[page 602\]](#).

Task overview: [Actions for Solutions and Step Links \[page 463\]](#)

16.2.1.8.1.1 Example: Generic Solution for Maintaining People Profile in Employee Central

Check the sample solution that defines a deep link to a block in People Profile for a specific user in Employee Central. You need to create your own variables and parameters for your solutions.

❁ Example

You want to define a solution that points to the URL: `https://<app-server-domain>/sf/liveprofile?blockType=<blockType_value>&selected_user=<user id>`.

In this case, we first analyze the components of this URL:

Components in the URL	Solution Definition
<code>https://<app-server-domain></code>	The server domain can be dynamically derived from the system where Payroll Control Center is run. Therefore, we can use a variable with a dynamic value defined in a variable class to get the value dynamically at runtime.
<code>/sf/liveprofile</code>	This part is fixed. So, you can either create a variable with a fixed path or directly enter this text in the solution link when you define solution details in Configuration Workbench. In this example, we directly enter the text in the URL in solution details.
<code>?</code>	This symbol can be entered directly in solution details in Configuration Workbench.
<code>blockType=</code>	The deep link in this example uses block type to identify a block. So, you can either create a variable with the fixed value <code>blockType</code> or directly enter this text in the solution link when you define solution details. In this example, we directly enter the text in the URL in solution details.
<code><blockType_value></code>	For different validation rules, the solution needs to link to different blocks in the People Profile. Therefore, <code><blockType_value></code> doesn't have a fixed value when the solution is created. Instead, its value varies based on the validation rule that the solution is later assigned to. Therefore, we use a parameter for this value.
<code>&</code>	This symbol can be entered directly in solution details in Configuration Workbench.
<code>selected_user=</code>	This part is fixed. So, you can either create a variable with a fixed path or directly enter this text in the solution link when you define solution details in Configuration Workbench. In this example, we directly enter the text in the URL in solution details.
<code><user id></code>	The employee's user ID in the solution URL isn't a fixed value. Its value varies based on the employee whose data causes an alert. Therefore, its value needs to be derived dynamically in the context of the payroll process. We use a variable with a dynamic value for this part.

Based on the above analysis, we define the following example solution:

Solution Information	Value
ID	ZEXAMPLE_SOL_MAINTAIN_PP_EC
Title	Maintain People Profile in Employee Central
Description	Maintain People Profile in Employee Central system
Component	False

Solution Information

Value

Solution Link

```
{{SYSTEM_EC}}/sf/liveprofile?blockId=[ [ BLOCKTYPE_EC ] ]&selected_user={{EMPLOYEE_ID_EC}}
```

Solution variables and parameters:

- Variable ID: SYSTEM_EC
Name: System Service URL (<protocol>://<host>[:<port>])
Variable Class: CL_PYC_SOL_VAR_SYSTEM
- Parameter ID: BLOCK_EC
This parameter in the example represents a deep link to a block in People Profile.

Note

- In this example, `blockType` is used in the deep link to specify a block by block type. You can use other parameters, such as `blockId`, to specify a block by block ID. For information about supported parameters for identifying a block in People Profile, see [Deep Links to Blocks](#).
- Before you configure the solution, make sure that the parameters used in the solution link, which are wrapped by square brackets [[<PARAMETER_ID>]], have already been defined in the Customizing activity [Define Parameter Types](#) and that the *Par. Type allowed for Input* checkbox is selected. You can locate this Customizing activity under [Payroll: International](#) > [Payroll Control Center](#) > [General Settings](#).
- After you create the solution, you need to assign it to a validation rule and specify the parameter value. As a result, for the alerts raised by this particular validation rule, the proposed solution points to a specific block in People Profile:

To get the block information, you can go to [Admin Center](#) > [Configure People Profile](#) and select the corresponding block in the left panel. Then on the top of the right panel, you can find the block information. See [Deep Links to Blocks](#).
Assign solutions to validation rule in Manage Configuration

Check Employee Data Activate Cancel Delete Preview

CHECK_EE_BENEFITS

Alert Auxiliary Calculations Data **Solutions** Root Cause Analysis Dependencies

Maintain People Profile in Employee Central

Name: Maintain People Profile in Employee Central

Template*: Maintain People Profile in Employee Central

Details:

<BLOCKTYPE_EC>

Assign solutions to validation rule in Configuration Workbench

For this example, when you assign the solution to a validation rule, you can enter **PERSONAL_INFO_BLOCK** as parameter value for BLOCKTYPE_EC. As a result, the solution link in My Alerts points to the specified user's *Personal Information* block.

- Variable ID: EMPLOYEE_ID_EC
Name: Employee ID in Employee Central
Variable Class: CL_PYC_SOL_VAR_EMPLOYEE_ID_EC
If the parameter type in IS_RESO_REL_KEY uses the data element PERNR_D, the class returns the employee's employee ID at runtime. In other words, the employee ID (EMPLOYEE_ID) can only be derived if the alert entity (previously called alert type) is the personnel number.

Related Information

[Deep Links to Blocks](#)

16.2.1.9 Configuring Validation Rules in Manage Configuration

Based on the validation rule types that have been defined in the Configuration Workbench, you use the Manage Configuration app to define rules for automatically validating employee's master data and payroll data during the payroll process. You also assign solutions to the validation rules so that payroll administrators can click the proposed solution to solve the alerts raised by the validation rule.

Prerequisites

- You have activated the Manage Configuration application. See [Activating the Manage Configuration Application](#) [page 399].

- Validation rule types have been created in Configuration Workbench. See [Configuring Validation Rule Types in Configuration Workbench \[page 455\]](#).
- If you want to assign solution links to the validation rule, solutions must have been defined. See [Configuring Actions in Configuration Workbench \[page 465\]](#).
- (Optional) You have created your own root cause analysis. See [Configuration of Root Cause Analysis Using Analytics Designer in Manage Configuration \[page 426\]](#).
- You have the authorization to edit validation rules in Manage Configuration. See [Authorization for Manage Configuration Users \[page 687\]](#).

Context

The home screen of validation rules of the Manage Configuration application provides an overview of the validation rules, including the following information:

Information	Comment
Name and ID	Name and unique ID of the validation rule
Status	Status of the validation rule: <ul style="list-style-type: none"> • New: Unfinished, draft version of a validation rule • Active: Validated and saved version of a validation rule • In Process by: Being edited by a user

Procedure

1. From Home screen, choose [Payroll](#) to access Payroll Control Center and then choose the [Manage Configuration](#) tab.
2. In the left panel, choose [Validation Rules](#).
3. Create a new validation rule or edit an existing one.
 - To copy from an existing validation rule, proceed as follows:
 1. Click the validation rule you want to copy from and then choose the Copy button.
A new validation rule is created with the default ID `<OriginalValidationRuleID>_COPY` and the default name [Copy from <OriginalValidationRuleName>](#).
 2. Close the validation rule that you copied from and find the new validation value from the list of validation rules.
 3. Click the new validation rule and then choose [Edit](#).
 - To create a new validation rule from scratch, choose the Add icon at the upper right corner.
 - To edit an existing validation rule, click it and then choose [Edit](#).
4. On the [Administration](#) tab, enter the relevant basic information for the validation rule.

Field/Checkbox	Action	Comments
ID	Enter a unique ID for the validation rule.	<p>The ID must not exceed 30 characters including numbers and letters and must not include special characters.</p> <div> i Note Validation rule ID and KPI ID share the same repository. </div>
Name	Enter a name for the validation rule.	The name will be displayed on the Alert Details page in My Alerts, My Teams, and the Monitoring step of My Processes.
Validation Rule Type	Select a validation rule type from the drop-down list.	The list of validation rule types have been created in Configuration Workbench. The country/region of the validation rule type is displayed in the Country/Region field below.
Country/Region	By default, the country/region of the validation rule type is displayed as the country/region of the validation rule.	<p>Country/Region is used for assigning validation rules to policies.</p> <p>If the country/region of the validation rule type is All Countries/Regions, you can select a specific country/region from the list.</p>
Icon	Choose an icon for the validation rule. Possible icons are icons in the SAPUI5 version specified in Activating the Manage Configuration Application [page 399] .	The icon is displayed before the validation rule name in Manage Configuration.
Alert Entity	Display-only.	<p>The alert entity is determined by the selected validation rule type and cannot be changed here.</p> <p>The alert entity defines for which type of entity the validation rule will give an alert.</p>
Transport Request	Enter a request for saving and transporting the configuration to a target system.	<p>You see this field if you are in the Customizing client of the system.</p> <p>The object will be transported as Logical Transport Object <code>SPSTV</code> with the reference ID (a uuid not displayed on UI) of the validation rule.</p>

- On the [Alert](#) tab, choose the pencil icon and define the business item that this validation rule checks.

Section	Comment
Definition	An expression with Boolean result indicating whether the data raises an alert or not.
Key Indicator	Value or text of the alert's Key Indicator in the Key Indicator column on Alert Details page of My Alerts, My Teams, and the Monitoring step of My Processes.
Details Lines	Detail (Line 1, 2, 3) - 3 lines of the alert's details in the Details column on Alert Details page of My Alerts, My Teams, and the Monitoring step of My Processes.

Alerts			
(August 2020)			
gross amount difference exceed threshold between period			
Not Active			
UNRESOLVED (0) SOLUTION APPLIED (0) RESOLVED (0) COMPLETED (0) NOT ASSIGNED (5)			
Search			
Key Indicator		Details	
22 %		Current Period: 20200831 Gross Amount in Current Period: 26,154.10 CNY Gross Amount in Previous Period: 21,500.00 CNY	
28001001		Detail line 1 Detail line 2 Detail line 3	
44 %		Current Period: 20200831 Gross Amount in Current Period: 65,000.00 CNY Gross Amount in Previous Period: 45,000.00 CNY	
28001002			
67 %		Current Period: 20200831 Gross Amount in Current Period: 25,000.00 CNY	
28001004			

1. Validation Rule Name

2. Key Indicator

3. Details Line (1, 2, 3)

❖ Example

You want this validation rule to give alerts for each employee whose payroll amount in the current payroll period exceeds a certain value.

Then the calculation formula for this validation rule is as follows:

Payroll amount in current period \geq a certain value.

Use expressions to define your validation rule. If the needed variable isn't available, proceed to define data result and auxiliary calculations in the next step. See [Example: Validation Rule in Manage Configuration and Its Output in Alert Management \[page 477\]](#).

- If you need to define additional data for your validation rule, on the [Data](#) tab, choose the Add icon to create variables needed for [Alert](#) in the previous step.

For information about the configuration and use of result variables, see [Data Section \[page 411\]](#).

- If you need further variables based on calculation of the variables in Data section, go to [Alert](#) [Auxiliary Calculations](#) and define the calculation you need.

For information about the configuration and use of auxiliary calculations, see [Auxiliary Calculations \[page 414\]](#).

❖ Example

On the Data tab, you have defined the results for wage type of current payroll period and the wage type of previous payroll period. Now you can use Auxiliary Calculations to further define a variable that calculates the difference between the two data results.


Auxiliary Calculations

Id	Name	Expression
DIFF	Difference	Amount([Current Period]-[Sum of 'HR Payroll: Amount'] - [Previous Period]-[Sum of 'HR Payroll: Amount'])





8. On the [Alert](#) tab, use the data result or the auxiliary calculation to define your validation rule.
9. On the [Solutions](#) tab, assign solutions to the validation rule and, if parameters are used in the solution, specify the parameter value.

i Note

A solution can be used by multiple validation rules. You need to specify the parameter value of the solution for each assignment to a validation rule.



Check Employee Data
CHECK_EE_BENEFITS

 Activate  Cancel  Delete  Preview

in

Alert



Auxiliary Calculations

Data

Solutions

Root Cause Analysis


Dependencies

 Maintain People Profile in Employee Central 

Name

Maintain People Profile in Employee Central

Template *

Maintain People Profile in Employee Central 

Details:

<BLOCKTYPE_EC>

1. Choose [Add Solution](#) and select a desired solution from the value help.
2. Enter a text to be displayed as link text for the solution in the My Alerts application.
3. If parameters are used in your solution definition, enter the value of the parameter in the Details section.
4. Repeat the above steps to add more solutions based on your needs.

A solution is presented as a hyperlink that the payroll administrator can click from both the [Alerts](#) and [Alert Details](#) pages in My Alerts in order to correct the alert for the employee. A typical example of a solution is "Add missing address information in infotype 0006". When the payroll administrator clicks this solution for the alert in My Alerts, he or she is directed to the corresponding UI for correcting the master data for that specific employee.

10. On the [Root Cause Analysis](#) tab, add root cause analysis to define alert details information for the validation rule.

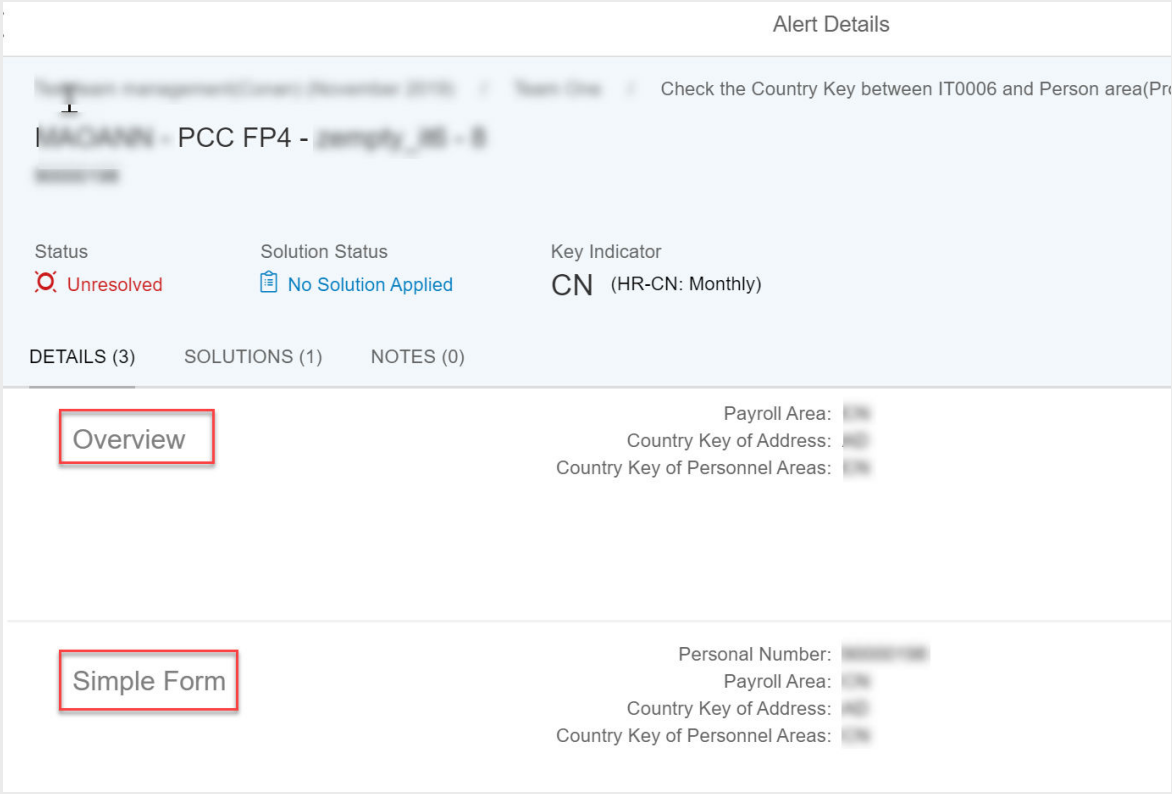
The root cause analysis (RCA) helps payroll administrators to analyze the detailed data that is causing this validation rule to give an alert.

An RCA is presented as a UI section displayed on the [Alert Details](#) page in My Alerts. Take the following steps to add RCA for alert details:

1. Choose [Add Root Cause Analysis](#).
Some samples of root cause analysis are provided. For a list of such samples and their appearance on the UI, see [Sample Root Cause Analyses \[page 708\]](#).
2. In the [Name](#) field, enter a name or title to be displayed for the UI section.
3. In the [Template](#) field, select a root cause analysis.
The options in the value help are the root cause analysis with same country/region and the same alert entity as the validation rule. See [Configuration of Root Cause Analysis Using Analytics Designer in Manage Configuration \[page 426\]](#).
4. You can switch on or off the root cause analysis based on your needs.
5. Repeat the above steps to add more based on your needs.
6. You can adjust the position of the UI sections represented by the root cause analysis using drag and drop.

The corresponding UI sections are displayed in alert details.

❖ Example



11. On the [Dependencies](#) tab, choose [Add Dependency](#), and add the validation rules that can be used to suppress the same alerts from this validation rule.

If one of the validation rules in the alert dependencies has raised an alert for an alert entity (for example, an employee), the current validation rule will not raise the same alert for that alert entity (in this example, the same employee).

12. To have a preview of the current validation rule, choose the Preview button in the application toolbar and proceed as follows:
 - a. On the [Preview](#) screen, select a recurrence from the dropdown menu.

The dropdown menu displays a list of process recurrences that have the same country/region as the validation rule and, at the same time, whose monitoring step has been started.
 - b. Choose [Show Result](#).
13. Choose [Activate](#) to save your input. Correct any errors prompted and choose [Activate](#) again when you are done.

Next Steps

Assign validation rules to policies in one of the following applications:

- (Recommended) in Manage Policies, if business function *Payroll Control Center Simplified Configuration* (HCM_LOC_CI_92) is activated. See [Creating Policies in Manage Policies \[page 517\]](#)
- in Configuration Workbench, if business function *Payroll Control Center Simplified Configuration* (HCM_LOC_CI_92) is not activated.

[Example: Validation Rule in Manage Configuration and Its Output in Alert Management \[page 477\]](#)

The validation rule configured in Manage Configuration checks relevant data of the alert entity (typically employees) and raises alerts in Alert Management, Team Management, and Process Management.

[Converting Legacy Validation Rules \[page 481\]](#)

If you have created validation rules in Configuration Workbench, you can now convert legacy validation rules into the new ones that comply with the Manage Configuration so that you or an authorized business user can later on update these new validation rules in Manage Configuration in the production system.

Related Information

[Creating Policies in Manage Policies \[page 765\]](#)

[\(Recommended\) Configure Payroll Control Center Using Manage Configuration and Configuration Workbench \[page 386\]](#)

[Important Notes for Updating Activated Objects in Manage Configuration \[page 416\]](#)

16.2.1.9.1 Example: Validation Rule in Manage Configuration and Its Output in Alert Management

The validation rule configured in Manage Configuration checks relevant data of the alert entity (typically employees) and raises alerts in Alert Management, Team Management, and Process Management.



Validation Rule in Manage Configuration

Tab/Section in Manage Configuration	Example
Alert Definition	<div><div>DefinitionKey IndicatorDetails Line 1Details Line 2</div><div>Search</div><div>Definition</div><div>[Amount difference rate]>=[Upper limit rate 10%]</div></div>
Key Indicator	<div><div>DefinitionKey IndicatorDetails Line 1Details Line 2Details Line 3Auxiliary Calculations</div><div>Search</div><div>Value</div><div>Concatenate (Trunc ([Amount difference rate] * 100) , "%")</div></div>



Tab/Section in Manage
Configuration

Example

Details Line 1

Definition	Key Indicator	<u>Details Line 1</u>
<i>Search</i>		
<div>  Label </div>		
<div>"Current Period"</div>		
<div>  Value </div>		
<div>[Current Period End]</div>		

Details Line 2

Definition	Key Indicator	Details Line 1	<u>Details Line 2</u>
<i>Search</i>			
<div>  Label </div>			
<div>"Gross Amount in Current Period"</div>			
<div>  Value </div>			
<div>[Current]-[Sum of "Amount"]</div>			

Tab/Section in Manage
Configuration

Example

Details Line 3

Definition	Key Indicator	Details Line 1	Details Line 2	Details Line 3
Search				
<div> <div></div> Label </div>				
<div> <div>"Gross Amount in Previous Period"</div> </div>				
Value				
<div> <div>[Previous Gross Amount]-[Sum of "Amount"]</div> </div>				

Auxiliary Calculations

Definition	Key Indicator	Details Line 1	Details Line 2	Details Line 3	Auxiliary Calculations
Search					
<div> <div>Amount difference rate</div> </div>					
<div> <div>Id: AMOUNT_DIFFRATE</div> <div>Name: Amount difference rate</div> </div>					
<div> <div>ABS - Absolute Value (([Current]-[Sum of "Amount"] - [Previous Gross Amount]-[Sum of "Amount"]) / [Previous Gross Amount]-[Sum of "Amount"])</div> </div>					
Upper limit rate 10%					
<div> <div>Id: LIMIT_RATE_10P</div> <div>Name: Upper limit rate 10%</div> </div>					
0.1					

Tab/Section in Manage Configuration

Example

Data

Administration Alert **Data** Solutions Root Cause Analysis Dependencies

Current

Id: GROSS_AMOUNT_CUR
Name: Current
Result: Sum of "Amount", Wage Type

Conditions

Payroll Period	is equal to	Current Payroll Period
Wage Type	is equal to	/101

Previous Gross Amount

Id: GROSS_AMOUNT_PRE
Name: Previous Gross Amount
Result: Sum of "Amount", Wage Type

Conditions

Payroll Period	is equal to	Previous Payroll Period
Wage Type	is equal to	/101

Alert Details in Alert Management

Alert in the Alert Management

Comments

< Alerts

gross amount difference exceed threshold between period

Not Active

UNRESOLVED (0) SOLUTION APPLIED (0) RESOLVED (0) COMPLETED (0) NOT ASSIGNED (5)

Search

	Key Indicator	Details
28001001	22 %	Current Period: 20200831 Gross Amount in Current Period: 26,154.10 CNY Gross Amount in Previous Period: 21,500.00 CNY
28001002	44 %	Current Period: 20200831 Gross Amount in Current Period: 65,000.00 CNY Gross Amount in Previous Period: 45,000.00 CNY
28001004	67 %	Current Period: 20200831 Gross Amount in Current Period: 25,000.00 CNY

1. Validation Rule Name
2. Key Indicator
3. Details Line (1, 2, 3)

16.2.1.9.2 Converting Legacy Validation Rules

If you have created validation rules in Configuration Workbench, you can now convert legacy validation rules into the new ones that comply with the Manage Configuration so that you or an authorized business user can later on update these new validation rules in Manage Configuration in the production system.

Prerequisites

Only the validation rules that meet all of the following conditions can be converted and migrated from Configuration Workbench to Manage Configuration:

- Validation rules that are created in customer namespace
- Validation rules that are supported in Configuration Workbench
- If alert dependencies are defined for a validation rule in the table *Don't raise an alert if one of the following validation rules has already raised an alert* in Configuration Workbench, these listed validation rules in the alert dependencies are also converted.

Context

Converting legacy validation rules creates a new set of validation rules with the same check logic in Manage Configuration. If the legacy validation rule uses other validation rules to filter its alert results (defined in its alert dependencies in the table *Don't raise an alert if one of the following validation rules has already raised an alert*), such validation rules in the alert dependencies are also converted.

It's recommended that you run this report to convert legacy validation rules before creating new validation rules in Manage Configuration.

Procedure

1. In transaction SE38, execute the report `PYC_CONVERT_VR_TO_TSK`.
2. On the selection screen, enter the ID of the legacy validation rule, or range of validation rule IDs, that you want to convert.

If you don't specify an ID or ID range, all validation rules that meet the conditions specified in Prerequisites section will be converted.

3. If you want to have a simulation run without really changing the object, choose the Simulation Run checkbox.

It's recommended to have a simulation run to ensure the correctness of validation rules before you convert them productively.

4. Choose *Execute*.

Results

If the conversion is successful, new validation rules are created in Manage Configuration with the status indicator Migrated on the validation rule details page.

If there are any errors during the conversion, fix the errors in Configuration Workbench and then run this report again.

Next Steps

After you've executed this report, please check and make sure that the alert dependencies are correct in Manage Configuration. If needed, maintain the alert dependencies in Manage Configuration.

The legacy validation rules and those created in Manage Configuration application can only be used in separate policies and processes. To use the migrated validation rules, you need to create these new policies and processes in order to use the new validation rules and KPIs created in Manage Configuration.

Related Information

[\(Recommended\) Configure Payroll Control Center Using Manage Configuration and Configuration Workbench \[page 386\]](#)

16.2.1.10 Configuring KPI Types in Configuration Workbench

Create KPI (Key Performance Indicator) types so that they can later on be used to create KPIs in Manage Configuration application in the development or production system. A KPI (also called analytics chart) provides analytical statistics about a type of employee changes or payroll data changes at the organizational level over time (typically between this payroll period and the last payroll period).

Prerequisites

- You have prepared the system for using Configuration Workbench to set up Payroll Control Center. See [Activating Configuration Workbench for Payroll Control Center \[page 391\]](#).
- You have the authorization to edit objects in Configuration Workbench. See [Authorization for Configuration Workbench User \[page 687\]](#).
- Business function *Payroll Control Center: Manage Configuration (Validation Rules and KPIs)* (HCM_LOC_CI_109) is activated.
- You have defined the KPI logic by inheriting from base class CL_PYC_TSK_KPI_BASE_1 in transaction SE24.

- If you use the SAP standard class `CL_PYC_TSK_KPI_DEFAULT`, you can define dimensions and results in the KPI type so that users who configure KPIs can select from the value help defined in the class. See [Default Logic Implementation \[page 720\]](#).
- If you create your own logic by inheriting from other subclasses under `CL_PYC_TSK_KPI_BASE_1`, you will see the [Logic](#) tab instead of [Dimensions](#) and [Results](#) tabs for the KPI type in Configuration Workbench. For information about the implementation details, see the attachments for technical guide on custom logic implementation in SAP Note [3048619](#).

Context

Previously you set a red indicator in analytics if the total gross payment is higher than X. Now, because of the company growth, you can update the analytics to increase the threshold value to Y. Based on the KPI type that you have defined, an authorized business user, for example, a payroll process manager, can create and update a KPI in Manage Configuration app.

Procedure

1. Access Configuration Workbench.

In SAP Easy Access menu, choose [Human Resources](#) [Payroll](#) [International](#) [Tools](#) [Payroll Control Center](#) [Configuration Workbench](#) (transaction code `PYC_CONF_WB`).

2. Switch to the edit mode by choosing the Display/Change icon in the application toolbar.
3. In the left panel, choose [KPI Type](#) from the dropdown list and do one of the following to create a new KPI type:
 - (Recommended) Copy a standard or existing analytics chart.
To do so, double-click a standard or existing KPI type that you want to copy from, choose the Copy icon in the application toolbar, enter a unique ID for the new KPI type, and then choose [Continue](#).
All the attributes and values, except for the ID, of the original KPI type are copied to the new KPI type.
 - You can also create a new analytics chart from scratch.
To do so, choose the Create icon in the application toolbar, enter a unique ID and a name for the new analytics chart, and then choose [Continue](#).
4. Choose the [Basic Information](#) tab and configure the relevant basic information:

Field/Checkbox	Action	Comments
Name	Enter a meaningful name.	--
Country/Region	Choose the country or region for which this KPI type is applicable.	<ul style="list-style-type: none"> • "*" (All countries/regions), if the type isn't country/region-specific • Empty value means method <code>GET_COUNTRIES</code> from the default KPI logic class decides the allowed list. • Otherwise you need to specify a specific country/region.

Field/Checkbox	Action	Comments
KPI Logic	Enter an existing class as KPI logic.	<ul style="list-style-type: none"> If you use the SAP standard subclass <code>CL_PYC_TSK_KPI_DEFAULT</code>, you can define dimensions and results in the KPI type so that the users who define KPIs in Manage Configuration can select from the value help defined in the class. For more information, see Default Logic Implementation [page 720]. You can build a new class in transaction SE24 (Class Builder). The KPI logic for KPI types must inherit from base class <code>CL_PYC_TSK_KPI_BASE_1</code>. If you inherit from other subclasses under <code>CL_PYC_TSK_KPI_BASE_1</code>, dimensions and results are only defined in the KPI in Manage Configuration.

Depending on the KPI logic you've selected, different tabs are displayed:

KPI Logic	Tabs
SAP standard subclass <code>CL_PYC_TSK_KPI_DEFAULT</code>	<p>The following tabs are displayed, and you can continue with Step 5.</p> <ul style="list-style-type: none"> Dimensions Results
If you inherit from other subclasses under <code>CL_PYC_TSK_KPI_BASE_1</code>	<p>The following tabs are displayed, and you can proceed to Step 7.</p> <ul style="list-style-type: none"> Logic (display-only, defined in the KPI logic) The list of charts and variables defined in the KPI logic are displayed under the KPI Logic field.

- If you use the default subclass `CL_PYC_TSK_KPI_DEFAULT` as KPI logic, specify the dimensions for the KPI type on the [Dimensions](#) tab.

See [Specifying Supported Dimensions in Configuration Workbench \[page 422\]](#).

The supported dimensions are used as the following:

- Dimensions when users define conditions in the [Data](#) section in Manage Configuration
- Picklist on the [Results](#) tab in the next step

- After you've defined dimensions of the KPI type, specify the results for the KPI type on the [Results](#) tab.

See [Specifying Supported Results in Configuration Workbench \[page 424\]](#).

The supported results are used as value help when users define results in the [Data](#) section in Manage Configuration.

- Choose the Validate icon in the application toolbar to validate your configuration. If needed, make corrections according to validation messages.

Dimensions and results in the supported list are checked against the dimension picklist and result picklist respectively. If dimensions in the supported list don't exist in the picklist, an error message is displayed for each such dimension.

Double-click any of these error messages to select all the invalid dimensions and then choose Delete icon to delete them.

- Save the data. Enter a transport request for saving and transporting your entries.

The KPI type is saved in the request.

Next Steps

- Based on the KPI types that you have created, you or an authorized business user need to create KPIs using the *Manage Configuration* app. See [Configuring KPIs in Manage Configuration \[page 485\]](#).
- If later on you need to update the KPI type, you can use the Where-Used List icon in the application toolbar to find a list of objects that are using this KPI type. Note that some changes take effect immediately, some require manual activities, and some changes are restricted. For more information about updating saved objects, see [Important Notes for Updating Saved Objects in Configuration Workbench \[page 542\]](#).

Related Information

[Specifying Supported Dimensions in Configuration Workbench \[page 422\]](#)

[Specifying Supported Results in Configuration Workbench \[page 424\]](#)

16.2.1.11 Configuring KPIs in Manage Configuration

Based on the KPI types that have been defined in the Configuration Workbench, you use Manage Configuration to define KPIs. KPIs, also called analytics charts, provide analytical statistics about a type of employee changes or payroll data changes at the organizational level over time (typically between this payroll period and the last payroll period).

Prerequisites

- You have activated the Manage Configuration application. See [Activating the Manage Configuration Application \[page 399\]](#).
- Business function *Payroll Control Center: Manage Configuration (KPIs and KPIs)* (HCM_LOC_CI_109) is activated.
- (Optional) You have created KPI details to display detailed information for an analytics chart of KPI in My Processes. See [Configuration of KPI Details Using Analytics Designer in Manage Configuration \[page 440\]](#).
- KPI types have been created in Configuration Workbench. See [Configuring KPI Types in Configuration Workbench \[page 482\]](#).

Context

The home screen of KPIs of the Manage Configuration application provides an overview of the KPIs, including the following information:

Information	Comment
Name and ID	Name and unique ID of a KPI
Status	Status of the KPI: <ul style="list-style-type: none">• New: Unfinished, draft version of a KPI• Active: Validated and saved version of a KPI• In Process by: Being edited by a user

Procedure

1. From Home screen, choose [Payroll](#) to access Payroll Control Center and then choose the [Manage Configuration](#) tab.
2. In the left panel, choose [KPIs](#).
3. Create a new KPI or edit an existing one.
 - To copy from an existing KPI, proceed as follows:
 1. Click the KPI you want to copy from and then choose the Copy button.
A new KPI is created with the default ID `<OriginalKPI_ID>_COPY` and the default name [Copy from <OriginalKPIName>](#).
 2. Close the KPI that you copied from and find the new KPI from the list of KPIs.
 3. Click the new KPI and then choose [Edit](#).
 - To create a new KPI from scratch, choose the Add icon at the upper right corner.
 - To edit an existing KPI, click it and then choose [Edit](#).
4. On [Administration](#) tab, enter the basic information of the KPI.

Field/Checkbox	Action	Comments
ID	Enter a unique ID.	The ID must not exceed 30 characters including numbers and letters and must not include special characters. <div>i Note Validation rule ID and KPI ID share the same repository.</div>
Name	Enter a name for the KPI.	--
KPI Type	Select a KPI type from the dropdown list.	The list of KPI types have been created in Configuration Workbench. The country/region of the KPI type is displayed in the Country/Region field below.

Field/Checkbox	Action	Comments
Country/Region	Select the country/region for which this KPI is applicable.	Country/Region is used for assigning KPIs to analytics. If the country/region of the KPI type is All Countries/Regions, you can select a specific country/region from the list.
Icon	Choose an icon for the KPI. Possible icons are icons in the SAPUI5 version specified in Activating the Manage Configuration Application [page 399] .	The icon is displayed before the KPI name in Manage Configuration.
Tile Content	Select the type of chart for the KPI.	Each KPI is displayed as a tile, typically in the Monitoring step. After you select the tile content, a static graphic of the corresponding chart type is displayed on the Design tab for you to have a preview of the basic elements of the chart.
Transport Request	Enter a request for saving and transporting the configuration to a target system.	You see this field if you are in the Customizing client of the system. The object will be transported as Logical Transport Object אצטק with the reference ID (a uuid not displayed on UI) of the KPI.

- On the [Tile](#) tab, based on the tile content selected in the earlier step, configure the relevant information.
The sample tile shows the appearance and structure of the KPI tile. Different KPI tiles have different elements.
Follow the onscreen instructions to define the appearance of the tile elements. You can use a literal to define a fixed text or a variable to define a color for a trend. See [Tile Configuration for KPIs \[page 489\]](#).
- On the [Data](#) tab, use the Add Data icon to define the data to be reflected on the KPI tile.
For information about the configuration and use of result variables, see [Data Section \[page 411\]](#).
- If you need further variables based on calculation of the variables in Data section, go to [Tile > Auxiliary Calculations](#) and define the calculation you need.
For information about the configuration and use of auxiliary calculations, see [Auxiliary Calculations \[page 414\]](#).
- If you have configured KPI details using the Designer in Manage Configuration, assign KPI details to the KPI on the [Details](#) tab.

The KPI details help payroll process managers to analyze the detailed data behind the KPI chart displayed in the Monitoring step in My Processes.

- Choose the Details tab, and in the [Name](#) field, enter a name or title to be displayed for the UI.
- In the [Analytics Designer](#) field, select a KPI detail.
The options in the value help are the KPI details with the same country/region as the current KPI. See [Configuration of KPI Details Using Analytics Designer in Manage Configuration \[page 440\]](#).
- Repeat the above steps to add more based on your needs.
- You can adjust the position of the tab pages represented by the KPIs using drag and drop.

The corresponding tabs are displayed when the payroll process manager clicks the KPI chart in the Monitoring step of the process in My Processes. Each tab corresponds to a KPI detail:

Example

Process Steps

[Demo] - China Monthly Monitoring Process
February 2022

Status Error Due on Feb 28 2022 Progress 3 / 4 Active step Monitoring

CREATE TEST PAYROLL DATA POSTING SIMULATION INITIATE POLICIES **MONITORING**

Not assigned

Payroll Results

NET comparison

Current Month 152,547.65

Previous Mo... 0

Gross Comparison

Current Month 180,235

Previous Mo... 157,357.14

Current vs. Previous 22,877.86

Information Policy violations are displayed and can be assigned to experts for further processing.

Notes Start Repeat Confirm

On the KPI Detail page, each tab is a KPI detail assigned to the current KPI.

KPI Detail

[Demo] - China Monthly Monitoring Process (February 2022) / Monitoring

GROSS comparison

Gross Payment across Payroll Periods Organization Statistics Wage Type Report for Previous Period

Search

Employee No.	Current Period (2022)	Previous Period (2021)	Previous - 1 Period (2020)
2821	12,000.00	11,428.57	0.00
2821	12,100.00	11,523.81	0.00
2821	16,000.00	15,238.10	0.00
2821	10,900.00	10,380.95	0.00
2821	18,890.00	17,980.95	0.00
2821	12,345.00	11,757.14	0.00
2821	10,000.00	9,523.81	0.00
2821	14,000.00	13,333.33	0.00
2821	12,500.00	11,904.76	0.00
2821	15,000.00	14,285.72	0.00

Notes Start Repeat Confirm

9. To have a preview of the current KPI, choose the Preview button in the application toolbar and proceed as follows:
 - a. On the [Preview](#) screen, select a recurrence from the dropdown menu.
The dropdown menu displays a list of process recurrences that have the same country/region as the current object.
 - b. **Optional:** Choose the Select KPI Subset icon to further specify the subset for preview.
The dropdown menu displays all employees of the payroll areas that are assigned to the process recurrence.
 - c. Choose [Show Result](#).
10. Choose [Activate](#) to save your input. Correct any errors prompted and choose [Activate](#) again when you are done.

Next Steps

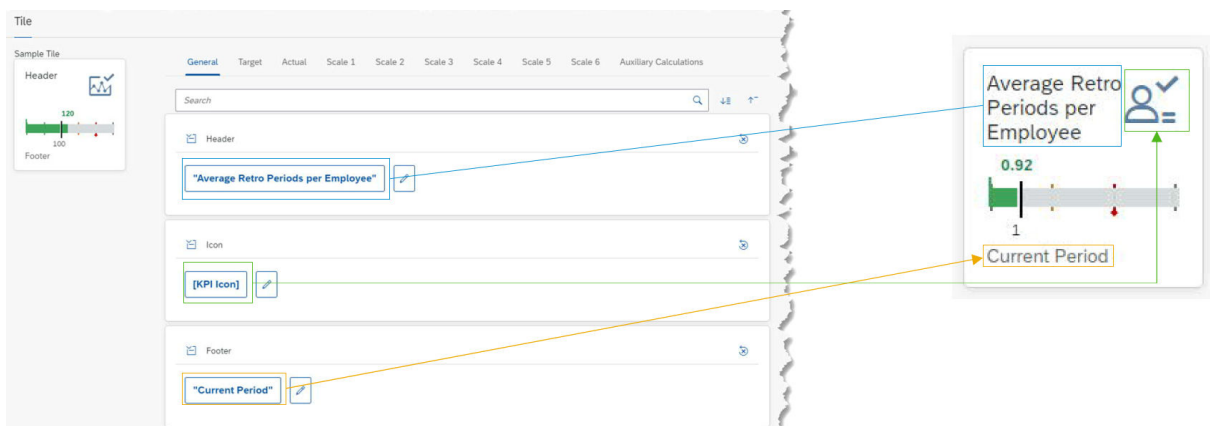
- Assign KPIs to analytics. See [Configuration of Analytics \[page 494\]](#).
- If later on you need to update the KPI, note that some changes take effect immediately, some require manual activities, and some changes are restricted. For information about updating saved objects in Manage Configuration, see [Important Notes for Updating Activated Objects in Manage Configuration \[page 416\]](#).

16.2.1.11.1 Tile Configuration for KPIs

One KPI is represented as a tile in Process Management, and KPIs in Payroll Control Center suggests different chart types. When you configure KPIs in Manage Configuration, the Tile tab is used to define all aspects of a chart.

Common Attributes for All Chart Types

- Every chart has its own attributes that need to be configured. Configuration of all chart types has in common the [General](#) and [Auxiliary Calculations](#) tabs. All tiles have the header, icon, and footer attributes.



- Calculations can be made inside chart configuration to derive more data.

❖ Example

If the data Number of Employees and Number of Retro Periods are provided, the average number of retro periods per employee can be calculated as $\text{Average Number of Retro Periods per Employee} = \text{Number of Retro Periods} / \text{Number of Employees}$

- You can use Auxiliary Calculations to define reusable data or to cut complex calculations into smaller portions.
- Tile handling is provided by KPI base class `CL_PYC_TSK_KPI_BASE` unless it is switched off in an inheriting implementation class.
- Values of data type “number”: If value is greater than 999,999, numbers are displayed using a scale (for example, 1,000,000 is displayed as 1M).

Example of Different Chart Types

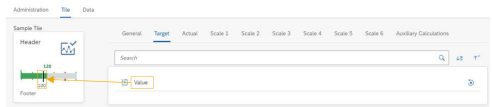
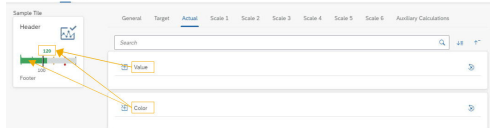
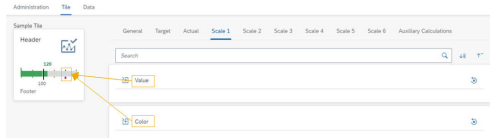
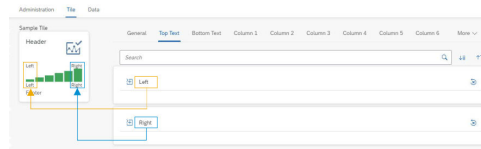
Chart Types / Tile Content	Attributes	Comment
Bullet Chart		<p>Target</p> <ul style="list-style-type: none"> • Data type: number
		<p>Actual</p> <ul style="list-style-type: none"> • Value <ul style="list-style-type: none"> • Data type: number • Color <ul style="list-style-type: none"> • Color of value and value bar • Data type: string • Valid values (constants): <div data-bbox="1117 1302 1425 1327" data-label="Text"> <p>[Color Good] [Color Critical] [Color Error] [Color Neutral]</p> </div>
		<p>Scale 1, ... , Scale 6</p> <ul style="list-style-type: none"> • Value <ul style="list-style-type: none"> • Vertical line at position “value” • Data type: number • If “Scale n – value” is empty, “Scale n” won’t be used • Color <ul style="list-style-type: none"> • Color of value and value bar • Data type: string • Valid values (constants): <div data-bbox="1117 1747 1425 1772" data-label="Text"> <p>[Color Good] [Color Critical] [Color Error] [Color Neutral]</p> </div>

Chart Types / Tile Content

Attributes

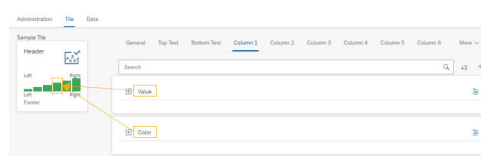
Comment

Column Chart



Top Text and Bottom Text

- Left
 - Display a text to the left
 - Data type: any
- Right
 - Display a text to the right
 - Data type: any

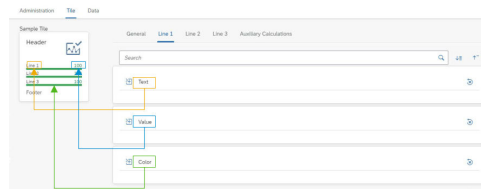


Column 1, ... , Column 6

- Value
 - Value of the bar (height)
 - Data type: number
 - If "Column n – value" is empty, "Column n" won't be used.
- Color
 - Color of the bar
 - Data type: string
 - Valid values (constants):

[Color Good] [Color Critical] [Color Error] [Color Neutral]

Comparison Chart

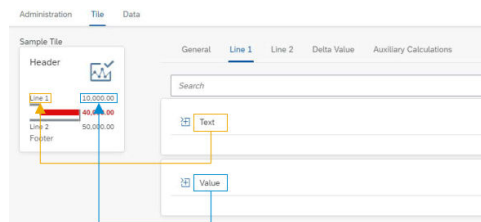


Line 1, Line 2, Line 3

- Text
 - Display a text above a bar
 - Data type: any
- Value
 - Value of the bar (width)
 - Data type: number
 - If "Line n – value" is empty, "Line n" won't be used.
- Color
 - Color of the bar
 - Data type: string
 - Valid values (constants):

[Color Good] [Color Critical] [Color Error] [Color Neutral]

Delta Chart



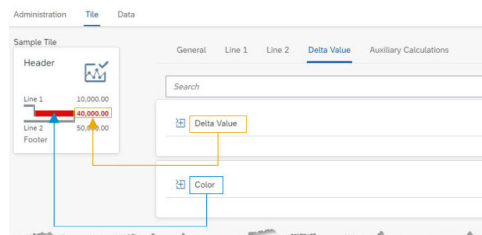
Line 1 and Line 2

- Text
 - Display a text above a bar
 - Data type: any
- Value
 - Value of a bar (width)
 - Data type: number

Chart Types / Tile Content

Attributes

Comment

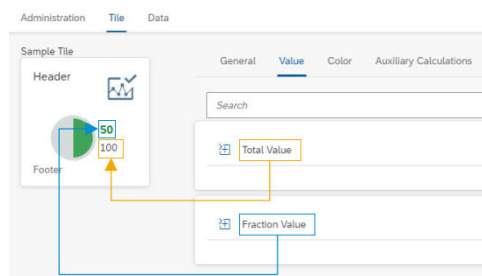


Delta Value

- Delta Value
 - Value of the delta bar (width)
 - Data type: number
- Color
 - Color of the delta bar and the delta value
 - Data type: string
 - Valid values (constants):

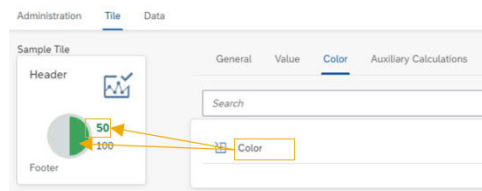
[Color Good] [Color Critical] [Color Error] [Color Neutral]

Harvey Chart



Value

- Total Value
 - Total value (full circle)
 - Data type: number
- Fraction Value
 - Fraction of total value
 - Data type: number

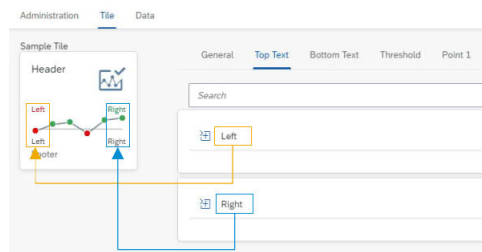


Color

- Color of the fraction value and fraction segment
- Data type: string
- Valid values (constants):

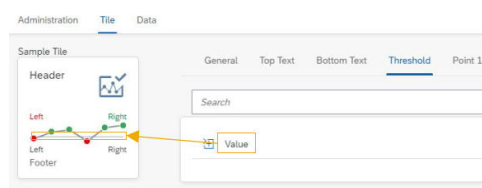
[Color Good] [Color Critical] [Color Error] [Color Neutral]

Line Chart



Top Text and Bottom Text

- Left
 - Display a text to the left
 - Data type: any
- Right
 - Display a text to the right
 - Data type: any



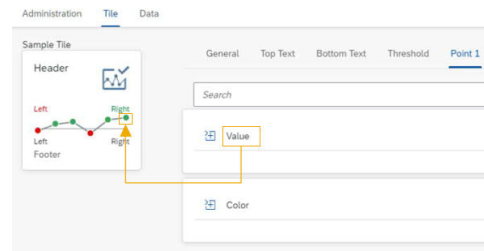
Threshold

- Value
 - Value of vertical line
 - Data type: number

Chart Types / Tile Content

Attributes

Comment

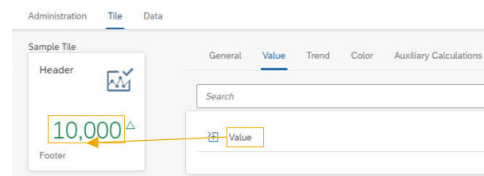


Point 1, ... , Point 6

- Value
 - Value of data point (position)
 - Data type: number
 - If "Point n – value" is empty, "Point n" won't be used.
- Color
 - Color of a data point
 - Data type: string
 - Point 1 – Color is also Top Text color
 - Last data point color is also Right Text color
 - Valid values (constants):

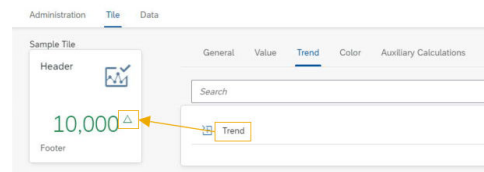
[Color Good] [Color Critical] [Color Error] [Color Neutral]

Numeric Chart



Value

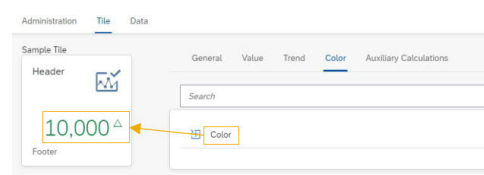
- Data type: number



Trend

- Data type: string
- Valid values (constants):

[Trend Up] [Trend Down] [Trend None]

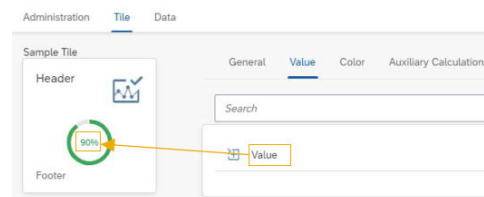


Color

- Data type: string
- Valid values (constants):

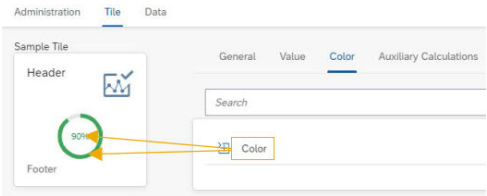
[Color Good] [Color Critical] [Color Error] [Color Neutral]

Radial Chart



Value

- Data type: number
- Range: 0 – 100 (percentage)

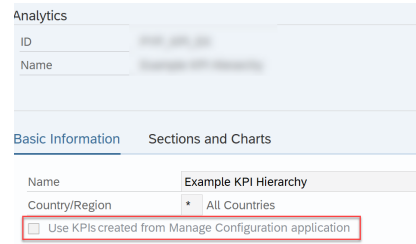
Chart Types / Tile Content	Attributes	Comment
		<p>Color</p> <ul style="list-style-type: none"> Data type: string Valid values (constants): <ul style="list-style-type: none"> [Color Good] [Color Critical] [Color Error] [Color Neutral]

16.2.1.12 Configuration of Analytics

You must configure analytics to group the KPIs and to assign these KPIs via analytics to payroll processes. You later on assign the analytics to a payroll process, so that the payroll process manager can see the analytics in the monitoring step in the [My Processes](#) application in Payroll Control Center.

There are two ways of configuring analytics to use the KPIs created in Manage Configuration:

Option	Prerequisites	Notes
(Recommended) in Manage Configuration	Business function Payroll Control Center: Manage Configuration (Analytics) (HCM_LOC_CI_114) is activated. See Configuring Analytics in Manage Configuration [page 495].	It's recommended that you use the Manage Configuration application to configure analytics, so that you can assign the KPIs created in Manage Configuration directly to the analytics in the same app.

Option	Prerequisites	Notes
In Configuration Workbench	Business function <i>Payroll Control Center: Manage Configuration (Analytics)</i> (HCM_LOC_CI_114) is not activated. See Creating Analytics in Configuration Workbench [page 498] .	<p>If you see analytics in Configuration Workbench, note that there can be two types of analytics: one type can only reference analytics charts created in Configuration Workbench; and the other type can only reference KPIs created in Manage Configuration.</p> <p>These two types of analytics are distinguished by the checkbox on the <i>Basic Information</i> tab in Configuration Workbench:</p>  <p>Therefore, if you want to use the KPIs created in Manage Configuration, make sure that this checkbox is selected in Configuration Workbench.</p>

16.2.1.12.1 Configuring Analytics in Manage Configuration

Create analytics so that you can group the KPIs and assign the KPIs via analytics to payroll processes.

Prerequisites

- You have activated the Manage Configuration application. See [Activating the Manage Configuration Application \[page 399\]](#).
- You have configured KPIs in Manage Configuration. See [Configuring KPIs in Manage Configuration \[page 485\]](#).

Context

Home Screen of Analytics in Manage Configuration

Information	Comment
Name and ID	Name and unique ID of an analytics
Status	Status of the analytics: <ul style="list-style-type: none">• New: Unfinished, draft version of an analytics• Active: Validated and saved version of an analytics• In Process by: Being edited by a user

Procedure

1. Choose the [Manage Configuration](#) tab in Payroll Control Center.
2. In the left panel, choose [Analytics](#).
3. Create a new analytics or edit an existing one.
 - To copy from an existing analytics, proceed as follows:
 1. Click the analytics you want to copy from and then choose the Copy button.
A new analytics is created with the default ID <OriginalAnalytics_ID>_COPY and the default name [Copy from <Original Analytics Name>](#).
 2. Close the analytics that you copied from and find the new analytics from the list of analytics.
 3. Click the new analytics and then choose [Edit](#).
 - To create a new analytics from scratch, choose the Add icon at the upper right corner.
 - To edit an existing analytics, click it and then choose [Edit](#).
4. On [Administration](#) tab, enter the basic information of the analytics.

Field/Checkbox	Action	Comments
ID	Enter a unique ID.	The ID must not exceed 30 characters including numbers and letters and must not include special characters.
Name	Enter a name for the analytics.	--
Country/Region	Select the country/region for which this analytics is applicable.	The analytics can only contain KPIs that have the same country/region attribute or that are for all countries and regions.
Icon	Choose an icon for the analytics. Possible icons are icons in the SAPUI5 version specified in Activating the Manage Configuration Application [page 399].	The icon is displayed before the analytics name in Manage Configuration.

Field/Checkbox	Action	Comments
Transport Request	Enter a request for saving and transporting the configuration to a target system.	You see this field if you are in the Customizing client of the system.

5. Choose the [KPI Sections](#) tab and group KPIs into the analytics.
 1. To create a new section, choose the Add a Section icon, enter a section name. This creates a new section with the specified name on the UI of the monitoring step in the Process Management application.
 2. Choose the Add KPIs icon, select one or more KPIs that you want to add to the section and then choose [Select](#).
 3. Repeat the above steps to create more sections and add more charts into the sections.
 4. You can drag and drop the KPIs and sections to adjust their positions.
6. Choose [Activate](#) to save your input. Correct any errors prompted and choose [Activate](#) again when you are done.

Next Steps

- Assign analytics to processes. See [Subsequent Steps for Implementing Payroll Control Center \[page 501\]](#).
- If later on you need to update the KPI, note that some changes take effect immediately, some require manual activities, and some changes are restricted. For information about updating saved objects in Manage Configuration, see [Important Notes for Updating Activated Objects in Manage Configuration \[page 416\]](#).

[Migrating Analytics from Configuration Workbench to Manage Configuration \[page 497\]](#)

If you have analytics in Configuration Workbench that are composed of KPIs created in Manage Configuration, such analytics are migrated to Manage Configuration when the business function [Payroll Control Center: Manage Configuration \(Analytics\)](#) (HCM_LOC_CI_114) is activated. You need to open the migrated analytics in Manage Configuration and enter a transport request to transport them to the relevant test or production system.

16.2.1.12.1.1 Migrating Analytics from Configuration Workbench to Manage Configuration

If you have analytics in Configuration Workbench that are composed of KPIs created in Manage Configuration, such analytics are migrated to Manage Configuration when the business function [Payroll Control Center: Manage Configuration \(Analytics\)](#) (HCM_LOC_CI_114) is activated. You need to open the migrated analytics in Manage Configuration and enter a transport request to transport them to the relevant test or production system.

Prerequisites

You have activated the Manage Configuration application. See [Activating the Manage Configuration Application \[page 399\]](#).

Procedure

1. Access the Manage Configuration application using the following URL:
`https://<host>:<port>/sap/bc/ui5_ui5/sap/hrpy_pcc_ctl_v1/index.html?sap-client=<client>&sap-ui-language=<language_code>`
2. In the left panel, choose [Analytics](#).
3. Open the migrated analytics in Manage Configuration, check the configuration, and enter a transport request to transport them to the relevant test or production system.

Next Steps

The analytics that were created in Configuration Workbench and are composed of KPIs created in Manage Configuration, such analytics are migrated to Manage Configuration. You can continue to work with analytics in Configuration Workbench that aren't composed of KPIs created in Manage Configuration.

16.2.1.12.2 Creating Analytics in Configuration Workbench

Configure analytics to group analytics charts according to your business needs so that they can later on be assigned to a payroll process. The analytics will need to be assigned to a payroll process, so that the payroll process manager can see the analytics in the monitoring step in My Processes application in Payroll Control Center.

Prerequisites

You have configured KPIs (also called analytics charts) in either the Manage Configuration application or Configuration Workbench.

For information, see [Configuring KPIs in Manage Configuration \[page 485\]](#) or [Creating Analytics Charts in Configuration Workbench \[page 590\]](#).

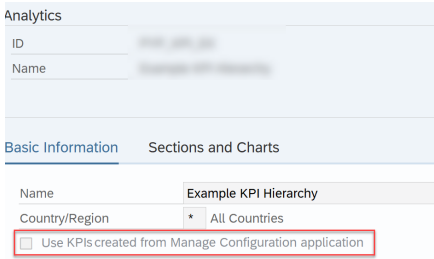
Procedure

1. In the Employee Central Payroll system, access Configuration Workbench.
In SAP Easy Access menu, choose ► [Human Resources](#) ► [Payroll](#) ► [International](#) ► [Tools](#) ► [Payroll Control Center](#) ► [Configuration Workbench](#) ► (transaction code PYC_CONF_WB).
2. Switch to the edit mode by choosing the Display/Change icon in the application toolbar.
3. In the left panel, choose [Analytics](#) from the dropdown list and do one of the following to create a new analytics:
 - (Recommended) Copy a standard or existing analytics.

To do so, double-click a standard or existing analytics that you want to copy from, choose the Copy icon in the application toolbar, enter a unique ID for the new analytics, and then choose [Continue](#). All the attributes and values, except for the ID, of the original analytics are copied to the new analytics.

- You can also create a new analytics from scratch.
To do so, choose the Create icon in the application toolbar, enter a unique ID and a name for the new analytics, and then choose [Continue](#).

- Choose the [Basic Information](#) tab page and configure basic information of the analytics.

Field/Checkbox	Action	Comments
Name	Enter a name for the analytics.	--
Country/Region	Choose the country or region for which this analytics is applicable.	The analytics can only contain analytics charts that have the same country/region attribute or that are for all countries and regions.
Use Charts (KPIs) created from Manage Configuration application	 <p>This checkbox is displayed if business function Payroll Control Center: Manage Configuration (Validation Rules and KPIs) (HCM_LOC_CI_109) is activated.</p> <p>Define whether this analytics consists of KPIs (also called analytics charts) created based on KPI types using the Manage Configuration application.</p>	<ul style="list-style-type: none"> If you don't use Manage Configuration, or if you don't want to use the KPIs created in Manage Configuration in this analytics, do not select this checkbox. If you select this checkbox, on the Sections and Charts tab of the analytics, you can select and assign only the KPIs created in Manage Configuration application.

Note

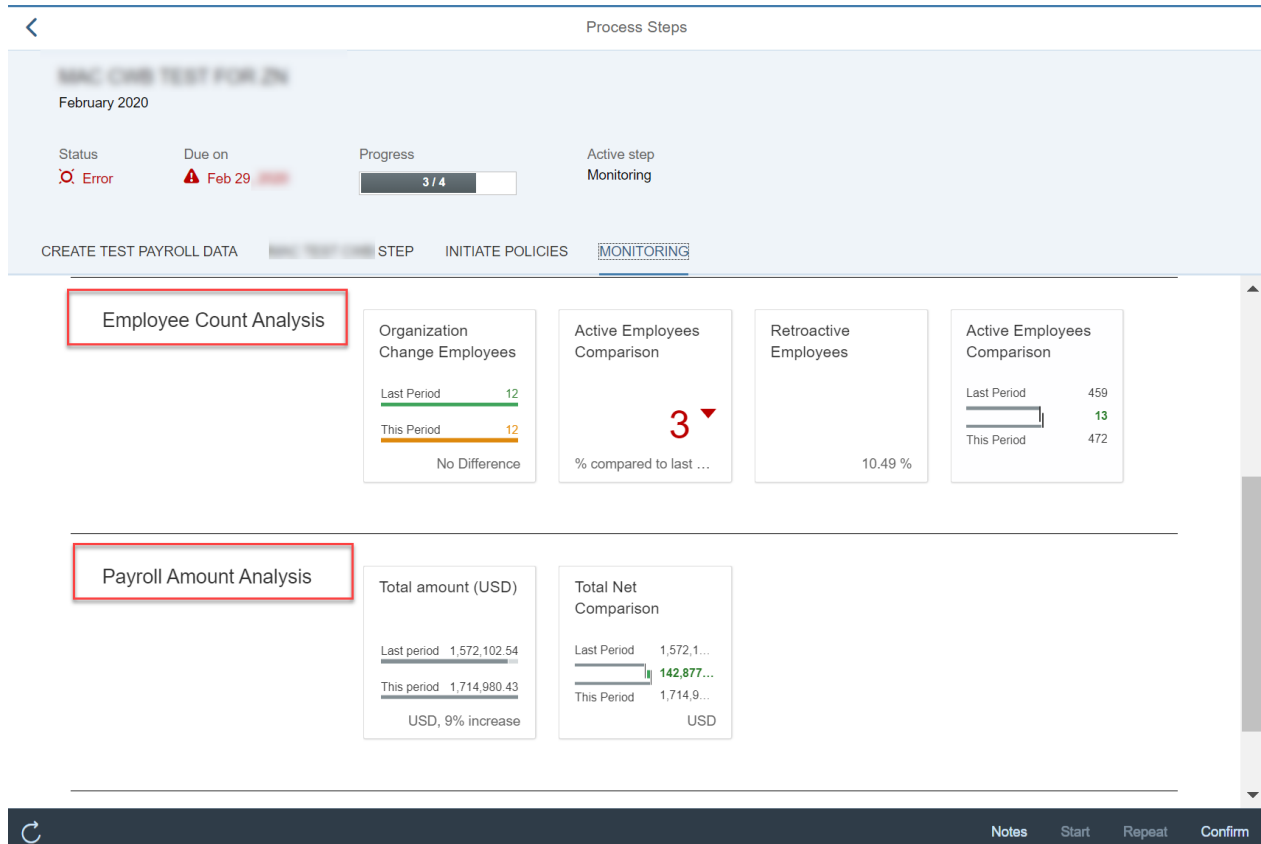
Once the object is saved, you cannot change this field.

- Choose the [Sections and Charts](#) tab page and group analytics charts into the analytics.
 - To create a new section, choose New Section, enter a name, and then choose [Continue](#). This creates a new section with the specified name on the UI of the monitoring step in the My Processes application.
 - Select a section, choose New Chart.
 - In the Sections and Charts dialog box, select one or more analytics charts that you want to add to the section and then choose [Continue](#).
 - Repeat the above steps to create more sections and add more charts into the sections.
 - You can adjust the position of the charts and sections by selecting a row and then using the upward and downward arrows on the right side of the table.
- Choose the Validate icon in the application toolbar to validate your configuration. If needed, make corrections according to validation messages.
- Save the data. You need to enter a development request for saving your entries.

The analytics will be transported with the logical transport object PYAN with analytics ID. All the related tables are specified in the piece list.

Results

The following screenshot is an example of the appearance of analytics sections and charts on the UI of the monitoring step in a process after Payroll Control Center is set up.



Each highlighted row is a section. Each tile in the row represents an analytics chart assigned to the analytics in this section.

Next Steps

If later on you need to make changes to it, you can use the Where-Used List icon in the application toolbar to find a list of objects that are using this analytics. Note that some changes take effect immediately, some require manual activities, and some changes are restricted. For more information about making changes to saved objects, see links at the bottom of the page.

Move on to configure step templates if you haven't configured step templates yet.

- If you use Manage Configuration and Configuration Workbench to implement Payroll Control Center, follow the instructions in [Subsequent Steps for Implementing Payroll Control Center \[page 501\]](#).
- If you use only the Configuration Workbench to implement Payroll Control Center, follow the instructions in [Configuring Step Templates \[page 599\]](#).
- If later on you need to update the analytics, you can use the Where-Used List icon in the application toolbar to find a list of objects that are using this analytics. Note that some changes take effect immediately, some

require manual activities, and some changes are restricted. For more information about updating saved objects, see [Important Notes for Updating Activated Objects in Manage Configuration \[page 416\]](#).

Related Information

[Important Notes for Updating Saved Objects in Configuration Workbench \[page 542\]](#)

16.2.1.13 Subsequent Steps for Implementing Payroll Control Center

After you have created validation rules, KPIs, and analytics in Manage Configuration, create new objects in Configuration Workbench to complete the implementation of Payroll Control Center using these objects.

Prerequisites

- You have created validation rules in Manage Configuration.
See [Configuring Validation Rules in Manage Configuration \[page 470\]](#).
- You have created KPIs in Manage Configuration.
See [Configuring KPIs in Manage Configuration \[page 485\]](#).
- You have created analytics in Manage Configuration.
See [Configuring Analytics in Manage Configuration \[page 495\]](#).

Context

→ Remember

Legacy validation rules and KPIs created outside of Manage Configuration and new ones created in Manage Configuration can only be used by separate policies and processes. Therefore, in order to use the objects created in Manage Configuration, you must create the following new objects:

- Step template for Initiate Policies
Step templates for other steps in your payroll process can be reused if you already implemented Payroll Control Center.
- Policy types (or policies, for grouping validation rules)
- Process types (or processes, for assigning policies and analytics)

Procedure

1. Configure step templates in Configuration Workbench.
2. Configure policy types in Configuration Workbench.
3. Configure process types in Configuration Workbench.

i Note

- In Configuration Workbench, when you create objects such as policy types and process types, you select a checkbox on the [Basic Information](#) tab to specify that the validation rules and KPIs created in Manage Configuration are to be used.

Checkbox in Policy Type

Policy Type

ID: [text field]
Name: [text field]

Basic Information

* Name: [text field]
* Country/Region: [dropdown menu] All Countries/Regions

☒ Use validation rules created from Manage Configuration application

Checkbox in Process Type

Process Type

ID: [text field]
Name: [text field]

Basic Information Steps

* Category: [dropdown menu]
* Authorization Prefix: [text field]
* Selection Type: [text field]
* Recurrence Type: [text field]
Contacts Group: [text field]

☐ Use validation rules and KPIs created from Manage Configuration application

- You can transport objects created in [Configuration Workbench](#) and [Manage Configuration](#) to your production system. However, policies created in [Manage Policies](#), processes created in [Manage Processes](#), and teams created in [Manage Teams](#) can't be transported and therefore must be separately maintained in the production system.

4. Create policies in [Manage Policies](#).
5. Create processes in [Manage Processes](#).

1. [Configuring Step Templates \[page 503\]](#)

A step is a single activity within a payroll process. Usually it corresponds to a program with a predefined variant and relevant values required to execute the program. Configure step templates so that later on you can use them to compose a payroll process.

2. [Configuring Policy Types \[page 508\]](#)

Configure policy types so that they can later on be used to create policies in Manage Policies application in the production system.

3. [Configuring Process Types \[page 510\]](#)

Configure process types so that they can later on be used to create processes in Manage Processes application in the production system.

4. [Creating Policies in Manage Policies \[page 517\]](#)

A policy is a set of validation rules for checking employees' master data or payroll data. You use [Manage Policies](#) to create policies, which are later used by payroll processes to check employees' master data and payroll data.

5. [Creating Payroll Processes in Manage Processes \[page 519\]](#)

You can use the Manage Processes application to create recurrences of payroll processes, so that a payroll process manager can later execute these payroll processes in the My Processes application.

16.2.1.13.1 Configuring Step Templates

A step is a single activity within a payroll process. Usually it corresponds to a program with a predefined variant and relevant values required to execute the program. Configure step templates so that later on you can use them to compose a payroll process.

Prerequisites

- You have completed the initial setup. See [Activating Configuration Workbench for Payroll Control Center \[page 391\]](#).
- To assign a step link to a step, you have defined action of the Step category. See [Configuring Actions in Configuration Workbench \[page 573\]](#).
- You have the authorization to edit objects in Configuration Workbench. See [Authorization for Configuration Workbench User \[page 687\]](#).

Context

In most cases it is not necessary to build up a step template from scratch. You are recommended to copy from SAP-delivered sample step templates and make your own changes based on your needs.

Procedure

1. In the Employee Central Payroll system, access Configuration Workbench.

In SAP Easy Access menu, choose ► [Human Resources](#) ► [Payroll](#) ► [International](#) ► [Tools](#) ► [Payroll Control Center](#) ► [Configuration Workbench](#) ►.

2. Switch to the edit mode by choosing the Display/Change icon.
3. In the left panel, choose [Step Template](#) from the dropdown list and do one of the following to create a new step template:
 - (Recommended) Copy a standard or existing step template.
To do so, double-click a standard or existing step template that you want to copy from, choose the Copy icon in the application toolbar, enter a unique ID for the new step template, and then choose [Continue](#). All the attributes and values, except for the ID, of the original step template are copied to the new step template.
 - You can also create a new step template from scratch.
To do so, choose the Create icon in the application toolbar, enter a unique ID and a name for the new step template, and then choose [Continue](#).

4. Choose the *Basic Information* tab page and configure basic information of the step template.

Field/Checkbox	Action	Comments
Name	Enter a name for the step template.	--
Country/Region	Choose the country or region for which this step template is applicable.	--
Step Logic	Enter an existing class as rule logic.	<p>You can build a new class in transaction SE24 (Class Builder). The step logic and the step category are cross-checked.</p> <ul style="list-style-type: none"> • If the step category is Monitoring, then the step logic class must inherit from base class PYC: Payroll Process Step Monitoring (CL_PYC_STT_MONITORING). • If the step category is Initiate Policies, then the step logic class must inherit from base class Payroll Control Center: Step for Prepare Data Verification (CL_PYC_STT_EXECUTE_POLICIES). • If the step category is Others, and this step requires running ABAP programs in background jobs, the step logic class must inherit from base class PYC: Asynchronous system step (CL_PYC_STT_ASYNC_BATCH_BASE); For other steps in the Others category, the step logic class must inherit from base class Payroll Process Step Template Base (CL_PYC_STT_BASE).
Category	<p>Choose the step category from the dropdown list:</p> <ul style="list-style-type: none"> • Monitoring If your step template is used for monitoring alerts, choose Monitoring. The user interface of monitoring steps will display KPIs of the payroll results. • Initiate Policies If your step template is used for executing checks, filters, and KPIs, choose Initiate Policies. • Other If your step template belongs in none of the above cases, choose Other. 	--

Field/Checkbox	Action	Comments
This process step can be repeated with a subset of its original selection	Specify whether this step can be started for a subset of original selection.	<p>Scenario 1: Run test payroll only for employees with alerts</p> <div> <p>❖ Example</p> <p>When the payroll process manager executes the test payroll step, if it has been executed before, the system prompts a dialog box asking whether to open all the payroll control records or open the erroneous payroll control records only.</p> </div> <p>Scenario 2: Run Initiate Policies step to execute a given validation rule for the selected employee</p> <div> <p>❖ Example</p> <p>When a payroll administrator chooses Validate to validate an alert in the My Alerts application, the Initiate Policies step is started and it executes only the current validation rule for the current employee.</p> </div>
This process step provides the following data for validation rules	<p>Specifies whether this process step is needed during validating an alert in My Alerts application.</p> <p>If you select the checkbox, go on to specify what data is provided by this process step.</p>	<p>Accordingly, when you configure a validation rule, you need to specify whether the validation rule requires data provided by certain process steps that are prior to Initiate Policies step.</p> <p>Result</p> <p>For a validation rule requiring data provided by a step template, validating the alert will also execute the step before reexecuting the validation rule. This ensures that the validation is done based on up-to-date data.</p>

- Choose the [Parameters](#) tab page and specify parameters that will be used to provide input for this step template.

Assign parameters to provide step-specific attributes, such as the program to be executed for this step, the variant for the program, and the interval at which the program is to be executed.

i Note

The following parameters are assigned by default to all the step templates created in Configuration Workbench, so as to enable the step templates to inherit the context information from the processes that the step templates are assigned to. Therefore you don't need to manually add them as parameters.

- PYP_PROC (Payroll Process)
- PYP_PROC_INST (Payroll Process Instance)
- PYP_PROC_GRP_TEMPLATE (Payroll Process Step Group Template)
- PYP_PROC_TEMPLATE (Payroll Process Template)
- PYP_STEP_SORT_FIELD (Payroll Process Step Sort Field)

The process context includes the selection type (such as the specific payroll area) and the recurrence type (such as the specific payroll period). The parameters maintained here will be also included into the context during execution of the step template.

i Note

Make sure that reading the parameter values and using them as variables is implemented in your step logic.

1. Choose the Insert Row icon.
2. In the [Parameters](#) dialog box, select one or more parameters (for example, SE38 Program Name, which represents a program that can be executed from transaction SE38) and then choose [Continue](#).
3. [Mandatory](#) checkbox: Determines whether a parameter type requires a value to as input to ensure the correct function of the step in the assigned process.
If a parameter is marked as mandatory, when you configure processes or process types in Configuration Workbench, you will need to specify the value for the parameter.
6. Choose the [Step Automation](#) tab page and configure automation attributes for the step template.

Field/Checkbox	Action	Comments
This process step can be started automatically	Select this checkbox if you want this step to be started automatically when the preceding step in the process is confirmed and closed.	If a step is set to automatically start or confirm, you don't need to manually start or confirm the step in the UI. Daemon will automatically start the step and if there is no error during step execution, the step will be automatically confirmed.
This process step can be confirmed automatically	Select this checkbox if you want this step to be confirmed and closed automatically if the error status is "OK" and the execution status is "In Execution".	
Automatically confirm even if this process step did finish with errors	Select this checkbox if you want this step to be confirmed and closed automatically regardless of the error status.	This checkbox is available only if the checkbox This process step can be confirmed automatically is selected.

7. To display a link on the step overview page in My Processes, choose the [Action](#) tab and assign an action to the step template.
 - a. Choose the value help in the ID field.
The [Step Link](#) dialog box is displayed. The list contains the actions of the category Step.
 - b. Select a step link.
 - c. Press Enter so that the name of the step link is displayed automatically. You can edit the name.
The name is displayed as link text for the step link in the Action section of the step page in My Processes.
 - d. If you have used parameters in your step link, specify the parameter value.

Step Template

ID: ZFT_PYP_V2_MONITORING
Name: Monitoring

Basic Information Parameters Step Automation **Action**

ID: ZEXAMPLE_STEP_LINK Test new step Link
Name:

Parameter	Parameter Name	Value
<input type="checkbox"/>	INFTY	Infotype

A step link is displayed on the step tab in My Processes in the [Action](#) section.

i Note

The [Action](#) section with the step link is only visible when the step is status In Progress. If the step is not started yet or is already confirmed, you will not see the Action section or the step link on the step tab.

< Process Steps

Subsequent Activity - Bank Transfer
Week 04

Status [Confirmation required](#) Due on [Due on](#) Progress [0 / 4](#) Active step [Manual Activity Step Test](#)

MANUAL ACTIVITY STEP TEST CREATE PRE-DME FILE CREATE DME FILE SEND DME FILE

Status [! 'Manual Activity Step Test' finished. Confirmation is required](#)
[See details](#)

Action [Data Medium Administration](#)

Information This status information reflects the status of the manual activity for this step. Perform the manual activity and accordingly set the status afterwards.

[Notes](#) [Start](#) [Repeat](#) [Confirm](#)

- Choose the Validate icon in the application toolbar to validate your configuration. If needed, make corrections according to validation messages.
- Save the data. You need to enter a development request for saving your entries.

The step template will be transported with the logical transport object PYST with step template ID. All the related tables are specified in the piece list.

Next Steps

If later on you need to make changes to it, you can use the Where-Used List icon in the application toolbar to find a list of objects that are using this step template. Note that some changes take effect immediately, some require manual activities, and some changes are restricted. For more information about making changes to saved objects, see links at the bottom of the page.

After you have configured your step templates, depending on your use case, move on to configure processes or policy and process types in Configuration Workbench.

Task overview: [Subsequent Steps for Implementing Payroll Control Center \[page 501\]](#)

Next task: [Configuring Policy Types \[page 508\]](#)

Related Information

[Important Notes for Updating Saved Objects in Configuration Workbench \[page 542\]](#)

16.2.1.13.2 Configuring Policy Types

Configure policy types so that they can later on be used to create policies in Manage Policies application in the production system.

Prerequisites

- You have completed the initial setup. See [Activating Configuration Workbench for Payroll Control Center \[page 391\]](#).
- You have the authorization to edit objects in Configuration Workbench. See [Authorization for Configuration Workbench User \[page 687\]](#).
- To configure policy types in Configuration Workbench, business function *Payroll Control Center Simplified Configuration* (HCM_LOC_CI_92) must be activated.

Procedure

1. In the Employee Central Payroll system, access Configuration Workbench.

In SAP Easy Access menu, choose ► [Human Resources](#) ► [Payroll](#) ► [International](#) ► [Tools](#) ► [Payroll Control Center](#) ► [Configuration Workbench](#) ► (transaction code PYC_CONF_WB).

2. Switch to the edit mode by choosing the Display/Change icon in the application toolbar.
3. In the left panel, choose *Policy Type* from the dropdown list and do one of the following to create a new policy type:
 - (Recommended) Copy a standard or existing policy type.
To do so, double-click a standard or existing policy type that you want to copy from, choose the Copy icon in the application toolbar, enter a unique ID for the new policy type, and then choose *Continue*.
All the attributes and values, except for the ID, of the original policy type are copied to the new policy type.
 - You can also create a new policy type from scratch.
To do so, choose the Create icon in the application toolbar, enter a unique ID and a name for the new policy type, and then choose *Continue*.
4. Create a policy type and specify the following attributes:

Field / Checkbox	Action	Comments
Policy Type Name	Enter a name for the policy type.	--
Country/Region	Choose the country or region for which this policy type is applicable.	--
Use validation rules created from Manage Configuration application	<div> <div> <div>Policy Type</div> <div> ID: <input type="text"/> Name: <input type="text"/> </div> </div> <div> <div>Basic Information</div> <div> <div>* Name: <input type="text"/></div> <div>* Country/Region: <input type="text"/> All Countries/Regions</div> <div> <input checked="" type="checkbox"/> Use validation rules created from Manage Configuration application </div> </div> </div> </div> <div> <p>This checkbox is displayed if business function <i>Payroll Control Center: Manage Configuration (Validation Rules and KPIs)</i> (HCM_LOC_CI_109) is activated.</p> <p>Define whether policies created from this policy type consist of validation rules created (based on validation rule types) using the Manage Configuration application.</p> </div>	<ul style="list-style-type: none"> • If you don't use Manage Configuration, or if you don't want to use the validation rules created in Manage Configuration in policies created using this policy type, do not select this checkbox. • If you select this checkbox, when a user creates policies based on this policy type in Manage Policies, only the validation rules created in the Manage Configuration application can be assigned. <div> <p>i Note</p> <p>Once the object is saved, you cannot change this field.</p> </div>

5. Choose the Validate icon in the application toolbar to validate your configuration. If needed, make corrections according to validation messages.
6. Save the data. You need to enter a development request for saving your entries.

The policy type is saved in the request.

Next Steps

The policy types will later be used to create policies in the Manage Policies application. After you create policy types, accordingly you need to configure process types.

If later on you need to make changes to the policy type, you can use the Where-Used List icon in the application toolbar to find a list of objects that are using this policy type. Note that some changes take effect immediately,

some require manual activities, and some changes are restricted. For more information about making changes to saved objects, see links at the bottom of the page.

Task overview: [Subsequent Steps for Implementing Payroll Control Center \[page 501\]](#)

Previous task: [Configuring Step Templates \[page 503\]](#)

Next task: [Configuring Process Types \[page 510\]](#)

Related Information

[Important Notes for Updating Saved Objects in Configuration Workbench \[page 542\]](#)

16.2.1.13.3 Configuring Process Types

Configure process types so that they can later on be used to create processes in Manage Processes application in the production system.

Prerequisites

- To configure process types in Configuration Workbench, business function *Payroll Control Center Simplified Configuration* (HCM_LOC_CI_92) must be activated.
- You have configured step templates in Configuration Workbench. See [Configuring Step Templates \[page 599\]](#).
- To create ad hoc off-cycle payroll process types, you've completed the Customizing activities under Customizing for ► *Payroll* ► *Payroll: Internal* ► *Payroll Control Center* ► *Ad Hoc Off-Cycle Payroll* ►.

Context

A process type collects the relevant technical context for defining a process, such as the following:

- Process type details, for example, selection type and recurrence type
- Process steps and step context
- Configuration specific to process categories
 - Event handler for monitoring and team monitoring process.
 - Team dimension for team monitoring process.
 - Off-cycle selection for planned off-cycle - productive payroll process.
 - Policy types for monitoring and productive payroll processes, including monitoring, team monitoring, productive and planned off-cycle - productive payroll processes.

Procedure

1. In the Employee Central Payroll system, access Configuration Workbench.

In SAP Easy Access menu, choose ► [Human Resources](#) ► [Payroll](#) ► [International](#) ► [Tools](#) ► [Payroll Control Center](#) ► [Configuration Workbench](#) ►.

2. Switch to the edit mode by choosing the Display/Change icon in the application toolbar.
3. In the left panel, choose [Process Type](#) from the dropdown list and do one of the following to create a new process type:
 - (Recommended) Copy a standard or existing process type.
To do so, double-click a standard or existing process type that you want to copy from, choose the Copy icon in the application toolbar, enter a unique ID for the new process type, and then choose [Continue](#).
All the attributes and values, except for the ID, of the original process type are copied to the new process type.
 - You can also create a new process type from scratch.
To do so, choose the Create icon in the application toolbar, enter a unique ID and a name for the new process type, and then choose [Continue](#).
4. Choose the [Basic Information](#) tab and configure basic information of the process.

Field/Checkbox	Action	Comments
Name	Enter a name for the process type.	This text is displayed in the Manage Processes application.
Country/Region	Choose the country or region for which this process type is applicable.	--
Category	Choose the category of the process type.	Based on the category you choose, different tabs are displayed. For information about the process categories, see Process Categories [page 363] .

i Note

The process category impacts the behavior of some step templates. For example, the Run Payroll step in a "Monitoring" process (that is, a process of category Monitoring) only creates test results. And the same step in a "Productive Payroll" process (that is, a process of category Productive Payroll) creates real results.

Field/Checkbox	Action	Comments
Authorization Prefix	Enter an authorization prefix. Up to four characters are allowed.	The authorization prefix is combined with the process ID to form an authorization ID. The authorization ID is used to grant authorization for the payroll process in the relevant authorization object. Authorization prefix and process category can't be changed once you save the process in Configuration Workbench. <code>P_PYD_INST</code> . For information about setting up authorization in Payroll Control Center, see Setting Up Authorization for Payroll Control Center [page 674] .
Selection Type	Choose which type of entity this payroll process is for. A typical selection type is ABKRS (Payroll Area), which means that this payroll process is for one or more payroll areas.	Possible options are parameters that are allowed for input and have the same country/region as the process. You need to specify the value for the selection type on the Selections tab. For example, if you choose ABKRS (Payroll Area) as selection type, you'll later on need to specify which payroll areas on the Selections tab.
Period Parameter	Specify a period parameter if the selection type for the process type is Payroll Area.	The period parameter is PERMO (Period Modifier) in the system and the possible options are the work areas in table T549Q. Each period parameter points to the payroll areas that have the same payroll run frequency, starting and ending date of a payroll period. As a result, when a user creates payroll processes in Manage Processes application, the user can choose from payroll areas of the specified PERMO.
Recurrence Type	Specify the type of recurrence for the payroll process. <ul style="list-style-type: none"> For regular processes, including monitoring, team monitoring, productive payroll, and Others processes, a typical recurrence type is PERIOD (Payroll Period). For off-cycle processes, including planned off-cycle productive payroll, planned off-cycle others, and ad-hoc off-cycle processes, a typical recurrence type is BOND (Off-cycle payroll payment date). 	Possible options are parameters that are allowed for input and for time selection. There are no country/region restrictions for recurrence type in the current release.
Contacts Group	Choose an administrator group, which combines all administrators who are responsible for one organizational area in personnel administration or recruitment.	The values in the value help come from table T526. The value you select determines the system administrator user list that is displayed on the Contacts tab of each non-monitoring step in My Processes.

Use validation rules and KPIs created from Manage Configuration application

This checkbox is displayed if business function *Payroll Control Center: Manage Configuration (Validation Rules and KPIs)* (HCM_LOC_CI_109) is activated.

Define whether processes created from this process type consist of validation rules and KPIs created using the Manage Configuration application.

i Note

Once the object is saved, you cannot change this field.

This checkbox is only relevant for the following process categories:

- Monitoring
- Team Monitoring
- Productive Payroll
- Planned Off-Cycle: Productive Payroll

If this checkbox is selected,

- On the *Policy Types* tab, you can assign only the policy types that use validation rules created in Manage Configuration.
- When a user creates processes based on this process type in Manage Processes, the user can assign only the analytics that use the KPIs created in Manage Configuration.

5. Choose the *Steps* tab and specify which steps compose the payroll process.

i Note

- For **productive payroll** and **planned off-cycle - productive payroll** process types, typically assign the Run Payroll step and optionally the Monitoring step.
- For **ad hoc off-cycle**, **others**, and **planned off-cycle - others** process types, assign only the subsequent activities to the ad hoc off-cycle payroll process, such as Create Posting Documents (Off-Cycle), Release Posting Document (Off-Cycle), and Transfer Posting Document (Off-Cycle). Make sure that there's no run payroll step or monitoring step in the process.

There are two ways to assign process steps to the process type: You can manually assign process steps to the process type by using the Insert Row icon. Alternatively, you can import process steps from another process type of the same category and the same country/region.

→ Tip

You can refer to the sample process types delivered by SAP for step assignment and step configuration (such as program and variant). For information about process types in standard delivery, see [Sample Process Types in Payroll Control Center \[page 717\]](#).

Option	Procedure
Manually assign process steps to the process type	<ol style="list-style-type: none"> 1. Choose the Insert Row icon. 2. In the pop-up dialog box, select one or more steps and then choose Continue. 3. Adjust the step sequence in the payroll process by using the upward and downward arrows on the right side of the table. 4. Double-click a step to see its configuration. If according to the step template configuration, a parameter (for example, program and program variant) requires a fixed value, specify the parameter value here. In the step template configuration, a parameter that is marked as Mandatory requires a fixed value. Accordingly, in the process configuration, this mandatory parameter is indicated by the parameter being displayed in bold font.
Import process steps from another process type	<ol style="list-style-type: none"> 1. Choose the Import icon. In the pop-up dialog box, all existing process types of the same category and the same country/region as the current process type are displayed. 2. Select one or more process types and then choose Continue. 3. Adjust the step sequence in the process type using the upward and downward arrows on the right side of the table. 4. Double-click a step to see its configuration. If according to the step template configuration, a parameter (for example, program and program variant) requires a fixed value, specify the parameter value here. In the step template configuration, a parameter that is marked as Mandatory requires a fixed value. Accordingly, in the process type configuration, this mandatory parameter is indicated by the parameter being displayed in bold font.

❖ Example

Field / Checkbox	Action	Comments
Job size for parallel execution (PYP_INTERVAL)	<p>Only relevant for the Initiate Policies step and the Run Payroll step. Enter an integer number.</p> <ul style="list-style-type: none"> • For the Initiate Policies step, the value of this field represents the number of KPIs or validation rules included in each job. • For the Run Payroll step, the value of this field means the number of employees included in each job. 	For example, if job size is set as 10 for the Run Payroll step, and 50 employees need to run payroll, then Payroll Control Center submits 5 parallel batch jobs to run payroll and each job contains 10 employees. This is designed to improve the performance when running payroll for a large number of employees.
ABAP Program (PROGRAM)	Specify the HR Program to be executed. For example, China's payroll driver program HCNALC0.	This parameter value is checked to determine whether the program exists.

Field / Checkbox	Action	Comments
ABAP Program Variant (VARIANT)	Specify a variant saved in the program.	<p>This parameter value is checked to determine whether the variant exists for the specified program.</p> <p>i Note</p> <p>For the step Create Test Payroll Data (PYP_V2_RUN_PAYROLL_TEST in the standard delivery) in monitoring and team monitoring processes, make sure that in the program variant the checkbox <i>Test run (no update)</i> is NOT selected for the payroll driver.</p> <p>If this checkbox is selected, the test payroll results can't be saved to the database.</p>
Selection screen parameter (PYP_SELNAME)	Only relevant for the Initiate Policies step. Set the field value to SO_INST.	This field is used together with the "Job size for parallel execution" field and tells the Initiate Policies step which selection screen field can receive a list of restricted instances (validation rules instances) to be executed for parallel execution.

6. (For **planned off-cycle - productive payroll** process types only) Choose the *Off-Cycle Selection* tab and specify the value of the selection type.

The selection runtime class reads infotype 0267 and selects a list of employees for the off-cycle process.

Field/Checkbox	Action	Comments
Selection Logic	Enter an existing class as the logic for selecting employees included in the planned off-cycle productive payroll process.	<p>You can build a new class in transaction SE24 (Class Builder). The rule logic must inherit from base class CL_PYC_SELECTION_OC_RT (<i>Off-Cycle Selection Runtime</i>).</p> <p>This class selects employees that meet the conditions for Process Off-Cycle Reason and Pay Date in infotype 0267 records.</p>

7. (For **monitoring**, **team monitoring**, **productive payroll**, and **planned off-cycle - productive payroll** processes) Choose the *Policy Types* tab and assign policy types to the process type.

1. Choose the Insert Row icon.
2. In the pop-up dialog box, select one or more policy types and then choose *Continue*.

When the user creates a process using the Manage Processes application, the list of policies that can be assigned to that process depends on the policy types assigned to the process type and the policy types with the same country/region grouping as the process type.

8. (For **monitoring** and **team monitoring** process types only) Choose the *Event Handler* tab and specify whether the process type supports Event Handler function.

Alert Operation	Action	Comments
Event Handler Enabled	If this checkbox is selected, when the payroll process manager executes the test payroll step, if the step has been executed before, the system prompts a dialog box asking whether to open all the payroll control records or open the erroneous payroll control records only.	Throughout monitoring and team monitoring payroll processes, master data changes are allowed all the time. Once the process is at the Monitoring step, if the alert entity (previously called alert type) refers to an employee, any employee with master data changes in Info-type Framework is logged as an event handler item. The event handler picks up unprocessed event handler items and creates an asynchronous shadow process. For more information about the event handler, see Event Handler [page 609] .
Relevance Check Logic	Enter an existing class. This class specifies what types of master data changes require a revalidation.	The default class for the event handler is CL_PYC_EHI_RELE_CHECK_DEF. It can be used if the instance selection parameter for the process template is ABKRS (Payroll Area) and the event handler item is Personnel Number. It finds out which event handler item (PERNR) is relevant to a given process. If you want to use your own class in transaction SE24, make sure that the class implements the interface IF_PYC_EHI_RELEVANCE_CHECK and the method GET_PI_RELEVANT_EHI_LIST.

9. (For **team monitoring** process types only) Choose the *Team Dimensions* tab and specify the criteria according to which teams are to be set up.
 1. Choose the Insert Row icon.
 2. In the pop-up dialog box, select one or more parameters that you want to use as a team dimension and then choose *Continue*.
Possible team dimensions come from table PYC_D_TMDI_DE (predelivered by SAP) and table PA0001 (custom fields of SAP and customers from Infotype 0001 that have been registered in Customizing activity *Register Fields of Infotype 0001 as Allowed Team Dimensions* under Customizing for ► *Payroll International* ► *Payroll Control Center* ► *General Settings* ►).
 3. If needed, adjust the position of the team dimensions by using the upward and downward arrows on the right side of the table.

The selected team dimensions are displayed in sequence in the Manage Teams application of Payroll Control Center. The authorized business user, for example, an HR manager, can then use the Manage Teams application to set up teams for handling alerts of the team monitoring process by specifying the value of each team dimension.

10. Choose the Validate icon in the application toolbar to validate your configuration. If needed, make corrections according to validation messages.
11. Save the data. You need to enter a development request for saving and transporting your entries.

The process type is saved in the request.

Next Steps

After you have configured policy types and process types, you need to create policies and processes using Policy Configuration and Process Configuration. See [Creating Policies in Manage Policies \[page 765\]](#) and [Creating Payroll Processes in Manage Processes \[page 767\]](#).

i Note

If later on you need to update the process type, you can use the Where-Used List icon in the application toolbar to find a list of objects that are using this process type. Note that some changes take effect immediately, some require manual activities, and some changes are restricted. For more information about updating saved objects, see [Important Notes for Updating Saved Objects in Configuration Workbench \[page 542\]](#).

Task overview: [Subsequent Steps for Implementing Payroll Control Center \[page 501\]](#)

Previous task: [Configuring Policy Types \[page 508\]](#)

Next task: [Creating Policies in Manage Policies \[page 517\]](#)

16.2.1.13.4 Creating Policies in Manage Policies

A policy is a set of validation rules for checking employees' master data or payroll data. You use [Manage Policies](#) to create policies, which are later used by payroll processes to check employees' master data and payroll data.

Prerequisites

- You have set up policy types and process types in Configuration Workbench.
See [\(Recommended\) Option A: Configure Policy Types and Process Types in Configuration Workbench \[page 613\]](#).
- You have been granted role-based permissions for Manage Policies in both the Employee Central Payroll system and the Employee Central system.
See [Authorization for Policy Creator \(Manage Policies\) \[page 676\]](#) and [Setting Up Role-Based Permissions for Business Users \[page 757\]](#).

Context

i Note

If you update a policy that's already in use, make sure that you notify the payroll process manager to carry out necessary manual activities for the updates to take effect in time.

The home screen of the Manage Policies application displays the policy overview, including the following information:

Information	Comment
Name	Policy name
Policy Type	Policy type of the policy
Status	Status of the policy: <ul style="list-style-type: none">• New: Unfinished, draft version of a policy• Active: Validated and saved version of a policy• In Process by: Being edited by a user

On the home screen, you can execute the following actions:

Information	How?
Delete one or more existing policies	Click Edit in the lower right corner.
Edit an existing policy	Click the policy, and then on the Policy Details page, click the pencil icon in the lower right corner. <div>i Note Once you click the pencil icon, this policy is locked by you. Click either Save or Cancel to unlock the policy.</div>
Create a new policy	Click the Add icon.

Take the following steps to create a policy.

Procedure

1. Choose the Manage Policies tab in Payroll Control Center.
2. On the home screen, click the Add icon.
3. Select a policy type.
4. Enter the following information:
 - Policy name
 - Select one or more check types to assign them to the policy.
Possible check types are those with the same country/region grouping as the policy type.
5. Click [Validate](#) to validate your input and correct any errors prompted.
6. Click [Save](#) to save the policy.

Next Steps

After policies are created, create processes and assign relevant policies to processes.

Task overview: [Subsequent Steps for Implementing Payroll Control Center \[page 501\]](#)

Previous task: [Configuring Process Types \[page 510\]](#)

Next task: [Creating Payroll Processes in Manage Processes \[page 519\]](#)

16.2.13.5 Creating Payroll Processes in Manage Processes

You can use the Manage Processes application to create recurrences of payroll processes, so that a payroll process manager can later execute these payroll processes in the My Processes application.

Prerequisites

- You have set up policy types and process types in Configuration Workbench.
See [\(Recommended\) Option A: Configure Policy Types and Process Types in Configuration Workbench \[page 613\]](#).
- You have been granted role-based permissions for Manage Processes in both the Employee Central Payroll system and the Employee Central system.
See [Authorization for Process Creator \(Manage Processes\) \[page 676\]](#) and [Setting Up Role-Based Permissions for Business Users \[page 757\]](#).

Context

i Note

If you update a process that's already in use, make sure that you notify the payroll process manager to carry out necessary manual activities for the updates to take effect in time.

The home screen of the Manage Processes application displays the process overview, including the following information:

Information	Comment
Name	Process name

Information	Comment
Process Type	Process type of the process
Status	<p>Status of the process:</p> <ul style="list-style-type: none"> • New: Unfinished, draft version of a process You can continue to edit the new process. • Active: Validated and saved version of a process • New in Process by: A draft version being edited by a user If a process is in process by others, you aren't allowed to edit it. • Active in Process by: An existing (validated and saved) version being edited by a user If a process is in process by others, you are not allowed to edit it.

On the home screen, you can execute the following actions:

Information	How?
Delete one or more existing processes	Click Edit in the lower right corner.
Edit an existing process	<p>Click the process, and then on the Process Details page, click the pencil icon in the lower right corner.</p> <div> <p>i Note</p> <p>Once you click the pencil icon, this process is locked by you. Click either Save or Cancel to unlock the process.</p> </div>
Create a new process	Click the Add icon.

Take the following steps to create a payroll process:

Procedure

1. In Payroll Control Center, choose the Manage Processes tab.
2. On the home screen, click the Add icon.
3. Select a process type.
4. Enter the following information:

Field	Action	Comments
Process name	Enter a name for the process, for example, Productive Payroll for Full-Time Employees Germany	

Field	Action	Comments
Selection	Select one or more selection parameters from the list.	
Policies	Select one or more policies from the list.	The possible options are policies whose policy types have been assigned to the process type and the country/region of the policy types matches that of the process type.
Team	Choose one or multiple payroll administrators if the process contains a monitoring step.	<p>i Note</p> <p>For an ongoing, Monitoring process, if you add a new member here after the Monitoring step has already been started (that is, the current step is the Monitoring step), saving the Manage Processes application will automatically generate a worklist for this new member. And the payroll process manager can directly assign alerts to this new member in My Processes without having to restart the Monitoring step.</p> <p>For an ongoing, Productive process, if you add a new member here, the payroll process manager can directly assign alerts to this new member in Manage Processes.</p>
Analytics	Select the analytics.	The analytics class must have the same country/region as that of the process type to be included in the list.
Recurrences	Select the periods for which you want to generate recurrences of payroll process. Choose one or multiple (continuous) recurrences from a list. You can further specify the recurrence start and due date.	The list includes all the payroll periods from table T549Q in the back end.

- Click [Validate](#) to validate your input, and correct any errors prompted on the user interface.
- Click [Save](#) to save the process and generate the recurrences of payroll process for the selected periods.

Results

If it's successfully saved, the recurrences of payroll process are displayed in the [Upcoming Processes](#) tab in the My Processes application.

Next Steps

The payroll process manager uses My Processes application to manage the recurrences of payroll process.

Task overview: [Subsequent Steps for Implementing Payroll Control Center \[page 501\]](#)

Previous task: [Creating Policies in Manage Policies \[page 517\]](#)

Related Information

[Manual Activities for Policy and Process Changes \[page 806\]](#)

[Managing Payroll Processes \[page 784\]](#)

16.2.2 Configure Payroll Control Center in Configuration Workbench

Previously you had to go through a dozen of Customizing activities in order to set up Payroll Control Center in Employee Central Payroll. Now you can use Configuration Workbench as a one single point of entry to do so, because Configuration Workbench simplifies the configuration by integrating the function of these Customizing activities.

In addition, you can troubleshoot the configuration issues more easily, because Configuration Workbench enables you to check the references of different entities and to validate the configuration.

The existing Customizing activities are still supported.

To set up Payroll Control Center using Configuration Workbench, you need to configure the following types of entities:

- Validation rules
- Analytics charts
- Validation rule types and KPI types if business function *Payroll Control Center: Manage Configuration (Validation Rules and KPIs)* (HCM_LOC_CI_109) is activated

i Note

If business function HCM_LOC_CI_109 is activated, you can use Manage Configuration to create validation rules and KPIs (also called analytics charts) based on the validation rule types and KPIs types created in Configuration Workbench. In the meanwhile, you can continue to use and maintain validation rules and KPIs in Configuration Workbench, so long as the validation rules and KPIs created in Configuration Workbench and those created in Manage Configuration are used in separate processes.

For more information, see [\(Recommended\) Configure Payroll Control Center Using Manage Configuration and Configuration Workbench \[page 386\]](#).

- Analytics
Analytics are used for grouping KPIs (also called analytic charts) for employees' master data and payroll data and are subsequently assigned to a process in order to monitor the organization's KPIs, for example, changes of total salary payment or of the staff number.
 - If business function *Payroll Control Center: Manage Configuration (Analytics)* (HCM_LOC_CI_114) is not activated, you can configure analytics only in Configuration Workbench.

- Once the business function HCM_LOC_CI_114 is activated, if you had analytics in Configuration Workbench that are composed of KPIs created in Manage Configuration, such analytics are migrated to Manage Configuration. Users can create new analytics or edit migrated ones in Manage Configuration.
- Step templates
- Policies and processes (OR policy types and process types if business function [Payroll Control Center Simplified Configuration](#) (HCM_LOC_CI_92) is activated)
- Solutions

In addition, you can use Configuration Workbench to do the following:

- Validate the configuration of each object by choosing the Validate icon at the top of the page.
- Check the dependency of each object by choosing the Where-Used List icon at the top of the page.

All the entities in Configuration Workbench are created in the development system and need to be transported to the test and production systems.

Prerequisites

To be able to use the Configuration Workbench to set up Payroll Control Center, the following prerequisites must be met:

- You have the authorization to display and edit objects in Configuration Workbench. This authorization is controlled by the authorization object P_PYC_CWB.
For information, see [Setting Up Authorization for Payroll Control Center \[page 674\]](#).
- The [Enable Payroll Control Center](#) option is selected in Provisioning in the Employee Central system. If you are an existing customer with Payroll Control Center, this option is already selected in your system.

→ Remember

As a customer, you don't have access to Provisioning. To complete tasks in Provisioning, contact your implementation partner or Account Executive. For any non-implementation tasks, contact Product Support.

Configuration Workflow for Payroll Control Center

Follow the instructions based on your use case to set up Payroll Control Center:

Use Case	Additional Prerequisites	Configuration Checklist
<p>Configuration Workbench + Simplified Configuration</p> <p>In this case, policies and processes are created in the development system by a technical user in Configuration Workbench and then transported to the production system</p>	<p>The following business functions are activated:</p> <ul style="list-style-type: none"> • Payroll Control Center Simplified Configuration (HCM_LOC_CI_92) Applications Manage Policies and Manage Processes are provided for business users to create and update policies and processes in the production system. 	<ol style="list-style-type: none"> 1. In Configuration Workbench, configure Payroll Control Center objects: <ol style="list-style-type: none"> 1. Validation rules and analytics charts 2. Policy types and analytics 3. Step templates 4. Process types 2. Set up authorization for different types of users. 3. In Manage Policies, create policies. 4. In Manage Processes, create processes. 5. Run Admin Transaction Report (PYC_ADMIN_TRANSACTION).
<p>Configuration Workbench only</p> <p>In this case, all the objects are created in the development system by a technical user in Configuration Workbench and then transported to the target system</p>		<ol style="list-style-type: none"> 1. In Configuration Workbench, configure Payroll Control Center objects: <ol style="list-style-type: none"> 1. Validation rules and analytics charts 2. Policies and analytics 3. Step templates 4. Processes 2. Run the Generate Process Instances (PYC_GENERATE_PROC_INSTANCE) report to generate process recurrences in the production system. 3. Set up authorization for different types of users. 4. Run Admin Transaction Report (PYC_ADMIN_TRANSACTION).

Note

For existing customers of Payroll Control Center, if you didn't use Configuration Workbench to configure Payroll Control Center, it's recommended that you check that all the objects that were created in Customizing activities and have been transported are editable in the Configuration Workbench. When needed, modify the objects directly in Configuration Workbench. If you cannot modify the objects in Configuration Workbench, report a case in component PY-XX-PYP.

[Activating Configuration Workbench for Payroll Control Center \[page 525\]](#)

In order to set up and use Payroll Control Center, you need to activate relevant business functions and enable declustering to store test payroll results.

[Converting Legacy Objects for Configuration Workbench \[page 531\]](#)

If you have created Payroll Control Center objects using Customizing activities, you use the [Consistency Check for Existing Objects with Configuration Workbench](#) (PYC_SUPPORT_CWB_CONS_CHECK) report to check whether such existing objects are consistent with the Configuration Workbench and convert them so that you can use Configuration Workbench to display and edit the converted objects.

[General Operations in Configuration Workbench \[page 533\]](#)

Get familiar with the general operations in Configuration Workbench, such as how to create and save an object, how to validate an object, how to change a saved object and make the change take effect.

[Actions for Solutions and Step Links \[page 571\]](#)

You use the object type [Action](#) in Configuration Workbench to define solutions for alerts for My Alerts and step links to be displayed in steps for additional information in My Processes.

[Configure Validation Rules, Analytics Charts, and Analytics in Configuration Workbench \[page 578\]](#)

As a technical user, you can use the Configuration Workbench to create validation rules and analytics charts (also called KPIs), which you later on assign to policies and analytics. The policies and analytics in turn need to be assigned to a process or process type.

[Configuring Step Templates \[page 599\]](#)

A step is a single activity within a payroll process. Usually it corresponds to a program with a predefined variant and relevant values required to execute the program. Configure step templates so that later on you can use them to compose a payroll process.

[Policies and Processes \[page 613\]](#)

A policy groups validation rules according to your business needs, so that they can later on be assigned to a payroll process. A payroll process groups the different payroll activities of a payroll process, such as running payroll, checking payroll results, updating master data, and rerun payroll.

Related Information

[\(Recommended\) Configure Payroll Control Center Using Manage Configuration and Configuration Workbench \[page 386\]](#)

16.2.2.1 Activating Configuration Workbench for Payroll Control Center

In order to set up and use Payroll Control Center, you need to activate relevant business functions and enable declustering to store test payroll results.

Procedure

1. Check required Software Components:

Software Component	Release	SP Level	Comments
SAP_HR and EA-HR	608	80 or above	Release 608 is equivalent to HR Renewal 2.0

Software Component	Release	SP Level	Comments
SAP_UI	751	--	SAPUI5 version 1.65.x or above
			i Note As of Synchronization Support Package EA-HR SPB2, the UI theme of Payroll Control Center SAPUI5 applications has been upgraded to SAP_FIORI_3, which requires the SAPUI5 version to be upgraded to 1.65 or above. See SAP Note 3260405 .
SAP_GWFND	740	0010 or above	--

2. Activate business functions in Customizing activity [Activate Business Functions](#) or transaction SFW5:

If the business function [Payroll Control Center Simplified Configuration](#) (HCM_LOC_CI_92) is activated, a business user can create policies and processes directly in the production system by using the Manage Policies and Manage Processes applications of Payroll Control Center.

Business Function	Description	Mandatory	Comments (SAP Note)
HCM_LOC_CI_110	Payroll Control Center: Storage of Test Payroll Results in Cluster Tables	No	2967001 - Enable Simulate Posting with Test Payroll Result
HCM_LOC_CI_107	Payroll Control Center: Configuration Workbench	Yes	2906677 - Configuration Workbench
	i Note This business function is set as a milestone. It contains the switches of all earlier mandatory business functions of Payroll Control Center, from HCM_LOC_CI_89 to HCM_LOC_CI_107.		
HCM_LOC_CI_103	Payroll Control Center: Integration of Unassigned Alerts into My Alerts	Yes	2639442 - Team Alert Feature in Alert Management
HCM_LOC_CI_101	Payroll Control Center: Manage Teams and My Teams	Yes	2550639 - Team Monitoring Features

Business Function	Description	Mandatory	Comments (SAP Note)
HCM_LOC_CI_100	Payroll Control Center: Off-Cycle Enablement	No	2479856 - Off-Cycle Enablement and business function 2513108 - Corrections for My Off-Cycles 2549895 - Additional off-cycle reasons for My Off-Cycles
HCM_LOC_CI_99	Payroll Control Center: My Alerts and Unassigned Alerts	Yes	2458732 - My Alerts and Unassigned Alerts Applications and business function
HCM_LOC_CI_97	Payroll Control Center New Process Manage	Yes	2410907 - New My Processes and business function
HCM_LOC_CI_95	Payroll Control Center New Action Log Viewer	Yes	2390509 - Audit Trail (Action Log Viewer) and business function
HCM_LOC_CI_92	Payroll Control Center Simplified Configuration	No, but highly recommended)	2309518 - Simplified Configuration Enabled and business function
HCM_LOC_CI_89	Payroll Control Center 1605	Yes	1605 HRSP 0028 <ul style="list-style-type: none"> • 2270814 - Event Handler • 2270764 - Data Lifecycle Management for PCC Data • 2268854 - New Result Detail Type for Wage Type Difference • 2270769 - Business Function
HCM_LOC_CI_88	Payroll Control Center 05	Yes	1602 HRSP 0025 <ul style="list-style-type: none"> • 2234541 - Process Context and business function • 2229082 - Fiori Enablement and Policy Filter
<div> <div>i Note</div> <div> <p>This business function is set as a milestone. It contains the switches of all earlier mandatory business functions of Payroll Control Center, from HCM_LOC_CI_50 to HCM_LOC_CI_88.</p> </div> </div>			
HCM_LOC_CI_81	Payroll Control Center 04	Yes	HR Renewal 2.0 Feature Pack 4
HCM_LOC_CI_76	Payroll Control Center 03	Yes	HR Renewal 2.0 Feature Pack 3
HCM_LOC_CI_79	Payroll Log Storage	Yes	HR Renewal 2.0 Feature Pack 3

Business Function	Description	Mandatory	Comments (SAP Note)
HCM_LOC_CI_75	HCM Declustering for Concurrent Employment Payroll Result	No	Optional - Required only if CE payroll result is needed
HCM_LOC_CI_72	Payroll Control Center 02	Yes	HR Renewal 2.0 Feature Pack 2
HCM_LOC_CI_68	Payroll Control Center for the Payroll Process Manager	Yes	HR Renewal 2.0 Feature Pack 1
HCM_LOC_CI_63	Authorization Framework for transparent PY data	Yes	HR Renewal 2.0 Feature Pack 0
HCM_LOC_CI_62	Payroll Data Source Framework	Yes	HR Renewal 2.0 Feature Pack 0
HCM_LOC_CI_50	HCM Declustering Tools	Yes	HR Renewal 2.0 Feature Pack 0

3. Activate SAPUI5 applications.

- a. Start transaction SICF.

You can also access this transaction from SAP Easy Access menu under ► [SAP Menu](#) ► [Tools](#) ► [Administration](#) ► [Administration](#) ► [Network](#) ► [HTTP Service Hierarchy Maintenance](#) ►.

- b. Find the OData service for each SAPUI5 application, right-click each service, and choose [Activate Service](#).

SAPUI5 Application	Service Path
Manage Teams	/sap/bc/ui5_ui5/hrpy_pcc_tm_1
My Teams	/sap/bc/ui5_ui5/hrpy_pcc_mc_1
My Processes	/sap/bc/ui5_ui5/hrpy_pcc_proc_3
My Alerts	/sap/bc/ui5_ui5/sap/hrpy_pcc_errm_2
Unassigned Alerts	/sap/bc/ui5_ui5/sap/hrpy_pcc_em_t_2
Manage Policies	/sap/bc/ui5_ui5/sap/hrpy_pcc_conf_2
Manage Processes	/sap/bc/ui5_ui5/sap/hrpy_pcc_conf_1
My Off-Cycles	/sap/bc/ui5_ui5/sap/hrpy_pcc_oc_1
Audit Trail	/sap/bc/ui5_ui5/sap/hrpy_pcc_al_2

4. Activate OData services.

- a. Navigate to Customizing for SAP Netweaver under ► [Gateway](#) ► [OData Channel](#) ► [Configuration](#) ► [Connection Setting](#) ► [SAP NetWeaver Gateway to SAP System](#) ► [Manage SAP System Aliases](#) ►.

The SAP system is the destination business system that provides data. If the destination system and client is the current system and client, use LOCAL as SAP System Alias. For more information, see the system documentation for the Customizing activity.

- b. Start transaction / IWFND/MAINT_SERVICE and locate the following OData services.

You can also access this transaction in Customizing for SAP Netweaver under ► [Gateway](#) ► [OData Channel](#) ► [Administration](#) ► [General Settings](#) ► [Activate and Maintain Services](#) ►.

OData Service	Technical Name
Manage Teams	PYC_TEAM_MANAGER_SRV
My Teams	PYC_TEAM_MAINT_SRV
My Processes	PYC_PROCESS_MANAGER_SRV
My Alerts	PYC_ALERT_MANAGER_SRV
Unassigned Alerts	PYC_TEAM_ALERTS_SRV
Manage Policies	PYC_CONF_SRV
Manage Processes	
My Off-Cycles	PYC_OFF_CYCLE_SRV
Audit Trail	PYC_CONT_003_SRV

- c. Add the system alias for each service and add the system alias LOCAL. Set LOCAL as the default system.
- d. Activate each service. To do so, click a service. In the ICF Nodes section, choose ► [ICF Node](#) ► [Activate](#) ► and make sure that the status indicator is green.
- e. Use the SAP Gateway Client to do a smoke test on the OData Service by executing directly the OData service request for metadata.

If the response status code is 200, then the service is ready for use.

i Note

You can use the virus scan interface to include external virus scanners in the SAP system to increase the security of your system. In this way, you can use a high-performance integration solution to scan documents that are being processed by applications for viruses. This applies both to applications delivered by SAP and to your own customer development.

For more information, see [Virus Scan Interface](#).

5. Enable declustering to store test payroll results.
 - a. In transaction SPRO, navigate to Customizing activity [Define Settings for Declustering Tools](#) under [Declustering Tools](#) in the relevant country/region payroll structure and define settings for declustering tools.

→ Tip

Some countries/regions use a different name for the Customizing activity specified in this step. If you can't find the Customizing activity, go to transaction SM30 and use the maintenance view V_T77DCT_OPTION instead.

- **DB Connection:** Leave this field empty.
 - **Switch Option:** The switch option decides whether payroll result is declustered synchronously or not, when payroll results are generated. If you choose *Switched on with synchronous declustering*, declustering runs synchronously each time payroll result is generated.
- b. Navigate to Customizing activity *Register Payroll Result Tables to Be Declustered* under *Declustering Tools* in the relevant country/region payroll structure and register the payroll result tables to be declustered.

→ Tip

Some countries/regions use a different name for the Customizing activity specified in this step. If you can't find the Customizing activity, go to transaction SM30 and use the maintenance view V_T77DCT_REG instead.

Recommended: Register only the necessary tables that are used in validation rules.

- c. If you use evaluation periods to store information for payroll results, navigate to the Customizing activity *Define Settings for Declustering Tools Relid CU* under ► *Payroll* ► *Payroll: International* ► *Declustering Tools* and define general declustering settings for cluster ID CU.

This step is only needed if you use table EVAL_PERIOD for productive payroll results and table EVAL_PERIOD for test payroll results.

- **DB Connection:** Leave this field empty.
 - **Switch Option:** The switch option decides whether payroll result is declustered synchronously or not, when payroll results are generated. If you choose *Switched on with synchronous declustering*, declustering runs synchronously each time payroll result is generated.
- d. If you use evaluation periods to store information for payroll results, navigate to the Customizing activity *Register Payroll Result Tables to Be Declustered Relid CU* under ► *Payroll* ► *Payroll: International* ► *Declustering Tools* and register the payroll result tables to be declustered for cluster ID CU.

Table Name in Cluster	Transparent Table	Type
EVAL_PERIOD	P2RX_EVAL_PERIOD	H (Helper Table)
T_EVAL_PERIOD	P2RX_TPY_EVAL_P	H (Helper Table)

6. To decluster existing payroll results stored in cluster table PCL2 and store the declustered data in transparent tables and the existing cluster tables, execute the *Declustering Tools - Initial Load for Payroll Result* (RPCDCT_INITIAL_LOAD).

Related Information

[Activating the Manage Configuration Application \[page 399\]](#)

16.2.2.2 Converting Legacy Objects for Configuration Workbench

If you have created Payroll Control Center objects using Customizing activities, you use the [Consistency Check for Existing Objects with Configuration Workbench](#) (PYC_SUPPORT_CWB_CONS_CHECK) report to check whether such existing objects are consistent with the Configuration Workbench and convert them so that you can use Configuration Workbench to display and edit the converted objects.

Context

Before release EA-HRRXX 608 SP80, you had to go through a dozen of Customizing activities in order to set up Payroll Control Center. As of release EA-HRRXX 608 SP80, you can use Configuration Workbench as a single point of entry to do so, because Configuration Workbench simplifies the configuration by integrating the function of these Customizing activities.

You can use this report to check the consistency of the following types of objects:

- Process type (if business function [Payroll Control Center Simplified Configuration](#) (HCM_LOC_CI_92) is activated)
- Process (if business function HCM_LOC_CI_92 isn't activated)
- Configuration type

Configuration types supported in Configuration Workbench including the following:

- Analytics chart
- Analytics
- Step template
- Validation rule
- Policy type and process type (if business function HCM_LOC_CI_92 is activated)
- Policy and process (if business function HCM_LOC_CI_92 isn't activated)

Procedure

1. In the development system, use transaction code SE38, enter program name PYC_SUPPORT_CWB_CONS_CHECK, and choose the Execute icon in the application toolbar.
2. Enter the relevant information on the selection screen and then choose the Execute icon in the application toolbar.

Field / Checkbox	Description
Search by Process Types	<p>This option is displayed if business function HCM_LOC_CI_92 is activated.</p> <p>If you select this option, the report checks the specified process types, as well as the step templates and policy types that have been assigned to these process types.</p> <p>If you select this option, you can further specify the ID or IDs of the process type that you want to check. If you don't specify the process type ID, then the report checks all existing process types in the system.</p>
Search by Processes	<p>This option is displayed if business function HCM_LOC_CI_92 isn't activated.</p> <p>If you select this option, the report checks the specified processes, as well as the objects that have been assigned to these processes, such as policies, validation rules, step templates, analytics, and analytics charts.</p> <p>If you select this option, you can further specify the ID or IDs of the processes that you want to check. If you don't specify the process ID, then the report checks all existing processes in the system.</p>
Search by Configuration Type	<p>If you select this option, you can select which configuration type you want to check.</p> <ul style="list-style-type: none"> You can select one or more configuration types and then further specify the object ID. If you don't select any configuration type, the report checks all configuration types. If you don't specify an ID or ID range, the report checks all existing objects of the specified types. <p>Different from the previous two options, if you select the configuration type of Process Type or Process, the report checks the specified process types or processes, but not the objects that have been assigned to them.</p>
Display Inconsistent Objects Only	By default, the report displays all the specified objects in the output. If you choose this option, the report displays the inconsistent objects only.

The output screen displays the following columns:

Column	Description
Object type	<p>If you selected Search by Process Types or Search by Processes, you can expand each node to see the objects that are assigned to the process type or process.</p> <p>If you selected Search by Configuration Type, you can expand each node of configuration type to see the list of objects of that type.</p>
Status	<ul style="list-style-type: none"> Checked; OK This is indicated by a green check mark, meaning that the object and all of its subnodes are consistent with Configuration Workbench. Incomplete; critical This is indicated by a cross mark, meaning that the object or at least one of its subnodes is inconsistent with Configuration Workbench and needs to be adjusted.
Object Name / Messages	This column displays the name of the object or a message text explaining the inconsistent configuration. For a message, you can click the information icon in the Status column to display the long text, if any.

- For items that have status *Incomplete; critical*, as indicated by a cross mark, expand the node to see the messages.

Status	Action
If you see an exclamation mark, follow the instructions to manually edit the configuration.	You can click the object ID, and the system directs you to the object in Configuration Workbench.
If you see a Z (Transfer) icon, it means that the inconsistency can be fixed by the report automatically.	<p>For such items, the report can fix the inconsistency automatically. Take the following steps:</p> <ol style="list-style-type: none"> Choose the <i>Convertible Items</i> button in the application toolbar. For each item listed, you can choose the icon in the <i>Solution</i> column to find out the solution provided by the report. If the solution provided is not OK for you, you can leave the item and manually adjust the relevant configuration later. If the solution is OK for you, select the item and then choose <i>Apply Solution</i> in the application toolbar. <p>The system prompts a message that once the solution is applied, the relevant configuration is updated automatically and can't be reverted back.</p> <p>Result</p> <p>After the solution is applied, the status of the item becomes OK, indicated by a green check mark in the <i>Status</i> column.</p>

16.2.2.3 General Operations in Configuration Workbench

Get familiar with the general operations in Configuration Workbench, such as how to create and save an object, how to validate an object, how to change a saved object and make the change take effect.

[Access Configuration Workbench \[page 534\]](#)

Access Configuration Workbench in the Employee Central Payroll system.

[Supported Objects in Configuration Workbench \[page 535\]](#)

If you have already used Customizing activities to create Payroll Control Center objects, the objects that meet the following conditions can be displayed and edited in Configuration Workbench.

[Read-Only Objects in Configuration Workbench \[page 537\]](#)

If business function *Payroll Control Center Simplified Configuration* (HCM_LOC_CI_92) is activated, all policies and processes are read-only in Configuration Workbench.

[Navigation \[page 537\]](#)

Configuration Workbench supports the following types of navigation:

[Create an Object \[page 538\]](#)

You can create a new object in Configuration Workbench by choosing the Create icon in the application toolbar.

[Copy an Object \[page 538\]](#)

You can copy from an existing object to create a new object in Configuration Workbench.

[Save an Object \[page 539\]](#)

To save an object and its configuration, choose the Save icon in the application toolbar in Configuration Workbench. When you try to save an object, the system automatically validates the configuration of the object and displays a list of messages if any errors or inconsistencies are found.

[Validate an Object \[page 540\]](#)

Validation of an object in Configuration Workbench can be triggered automatically (when you choose the Save icon in the application tool bar to save an object) or manually (when you choose the Validate icon in the application tool bar to validate a specific object).

[Where-Used List \[page 540\]](#)

Configuration Workbench enables you to check the reference relationship between different objects. When you change an object, you can use the Where-Used List to find out the impact of your change. When you attempt to delete an object, the system automatically checks where the current object is used and provides relevant instructions.

[Delete an Object \[page 541\]](#)

To delete an object in Configuration Workbench, choose the Delete icon in the application toolbar in edit mode. When you try to delete an object, the system automatically checks whether and where the current object is being used.

[Important Notes for Updating Saved Objects in Configuration Workbench \[page 542\]](#)

Changes made in Configuration Workbench are transported to the test and production systems. Generally speaking, for configurations other than policy type and process type, all the changes are effective for process recurrences that are generated after these changes are made. However, for process recurrences that have already been generated before the changes are made (including both active and upcoming processes), some changes take effect immediately, some only after relevant manual activities, such as regenerating process recurrences, and some changes are restricted.

Related Information

[Configuring Analytics Designer Type in Configuration Workbench \[page 420\]](#)

[Configuring Validation Rule Types in Configuration Workbench \[page 455\]](#)

16.2.2.3.1 Access Configuration Workbench

Access Configuration Workbench in the Employee Central Payroll system.

There are three ways to access Configuration Workbench:

- In SAP Easy Access menu, choose ► *Human Resources* ► *Payroll* ► *International* ► *Tools* ► *Payroll Control Center* ► *Configuration Workbench* ►.
- Use transaction PYC_CONF_WB directly.
- Go to transaction SE38, enter **PYC_CONFIG_WORKBENCH** in the *Program* field, and choose Execute (**F8**).

16.2.2.3.2 Supported Objects in Configuration Workbench

If you have already used Customizing activities to create Payroll Control Center objects, the objects that meet the following conditions can be displayed and edited in Configuration Workbench.

Supported Objects in Configuration Workbench	Comments
Validation rules that are process context enabled	<p>A validation rule created in Customizing activity Define Data Source Types (under Customizing for Payroll: International > Payroll Data Source Framework) is a data source type with the category blank or Default Category (Check Type) (DF).</p> <p>In the node Assign Input Type Parameter to Data Source Type in the Customizing activity, a validation rule that meets all of the following conditions is process context enabled:</p> <ul style="list-style-type: none"> It is assigned the input parameter PYP_PROC_INST (Fixed deselected, Mandatory selected, No Key deselected) It is assigned the input parameter PYP_PROC (Fixed selected, Mandatory selected, No Key deselected) No other input parameters are assigned.
Analytics charts that are process context enabled	<p>An analytics chart created in Customizing activity Define Data Source Types (under Customizing for Payroll: International > Payroll Data Source Framework) is a data source type with the category Key Performance Indicator (KP).</p> <p>In the node Assign Input Type Parameter to Data Source Type in the Customizing activity, an analytics chart that meets all of the following conditions is process context enabled:</p> <ul style="list-style-type: none"> It is assigned the input parameter PYP_PROC_INST (Fixed deselected, Mandatory selected, No Key deselected) It is assigned the input parameter PYP_PROC (Fixed selected, Mandatory selected, No Key deselected) No other input parameters are assigned.
Analytics that only contains process-context-enabled analytics charts	<p>An analytics created in the Customizing activity Classify Data Sources (under Customizing for Payroll: International > Payroll Data Source Framework) is a data source class of the category KPI (PY_PROC_KPI).</p>
Process step templates with business logic version FP3 (002)	<p>A process step template can be created in the Customizing activity Define Process Step Templates (under Customizing for Payroll: International > Payroll Control Center > >).</p> <p>A process step template that meets the following conditions is supported in Configuration Workbench:</p> <ul style="list-style-type: none"> The process step template has the business logic version FP3 (002) in Payroll Process Step Template Business Version in Customizing activity Define Process Step Templates.

Supported Objects in Configuration Workbench

Comments

Policies (or policy type, if business function HCM_LOC_CI_92 is activated): Policies that only contain process-context-enabled validation rules

Note that policies created in the Manage Policies application are read-only in Configuration Workbench.

- If business function Payroll Control Center - Simplified Configuration (HCM_LOC_CI_92) is not activated, policies (created in the Customizing activity) that only contain process-context-enabled validation rules are supported in Configuration Workbench. A policy created in Customizing activity [Classify Data Sources](#) (under Customizing for [Payroll: International](#) [Payroll Data Source Framework](#)) is a data source class of the category Payroll Cockpit (PY_COCKPIT).
- If business function Payroll Control Center - Simplified Configuration (HCM_LOC_CI_92) is activated, all existing policy types are supported in Configuration Workbench. Before Configuration Workbench is introduced, a policy type was created in Customizing activity [Define Policy Types](#) under Customizing for [Payroll: International](#) [Payroll Control Center](#) [Payroll Control Center Configuration Simplification](#).

Process (or process type, if business function HCM_LOC_CI_92 is activated): Processes with business logic version FP3 (002)

Note that processes created in the Manage Processes application are read-only in Configuration Workbench.

- If business function Payroll Control Center - Simplified Configuration (HCM_LOC_CI_92) is not activated, processes (created in Customizing activity Define Processes) that meet all of the following conditions are supported in Configuration Workbench:
 - The process has the logic version FP3 (002) in Customizing activity [Define Processes](#) under Customizing for [Payroll: International](#) [Payroll Control Center](#) [Process Management](#).
 - The process is assigned only one process template in Customizing activity [Assign Process Templates to Processes](#) under Customizing for [Payroll: International](#) [Payroll Control Center](#) [Process Management](#).

Note

Incompletely configured processes of logic version FP3 (002) are also supported:

- Process without process template assignment or with multiple assignments in Customizing activity [Assign Process Templates to Processes](#).
- Processes with process template assignment but steps and process context have not been generated for the processes in Customizing activity [Generate Process Steps and Generate Process Context](#).

- If business function Payroll Control Center - Simplified Configuration (HCM_LOC_CI_92) is activated, all process types created in Customizing activity Define Process Types are supported in Configuration Workbench. Before Configuration Workbench is introduced, a policy type was created in Customizing activity [Define Process Types](#) under Customizing for [Payroll: International](#) [Payroll Control Center](#) [Payroll Control Center Configuration Simplification](#).

Unsupported objects might already be in use. For example, a validation rule that is not process context enabled might have been assigned to a policy within the Customizing activities. In this case, you will see messages when you validate these objects in Configuration Workbench. Follow the instructions in the messages.

16.2.2.3.3 Read-Only Objects in Configuration Workbench

If business function *Payroll Control Center Simplified Configuration* (HCM_LOC_CI_92) is activated, all policies and processes are read-only in Configuration Workbench.

In this case, if you need to create or edit these objects, use the corresponding applications.

- Create or edit policies in Manage Policies application in the production system.
- Create or edit processes in Manage Processes application in the production system.

16.2.2.3.4 Navigation

Configuration Workbench supports the following types of navigation:

Navigation	Details
Back to the previous object	When you navigate from one object to another, you can use the Back icon in the upper left corner of the page to go back to the previous object.
Navigation from validation Message List	<p>When you save or validate an object, the system displays a list of messages in the Message List if any errors or inconsistencies are found.</p> <ul style="list-style-type: none">• Double-click the text in the <i>Message Text</i> column to be directed to the tab page where the error is located.• Click the icon in the <i>Info</i> column to find out about the cause and the instructions for fixing the error.
Navigation from configuration detail list	<p>When you view the configuration details of an object, in some tabs the system lists all the other object types and IDs that are assigned to the current object. (For example, for analytics, all the assigned analytics charts are displayed in the Sections and Charts tab page.</p> <p>Double-click each row in the list and you will be directed to the corresponding object.</p>
Navigation to underlying logic (that is, a class)	<p>When you view the underlying logic of an object (for example, the rule logic of a validation rule, chart logic for an analytics chart, step logic for a step template), mostly in the <i>Basic Information</i> tab page.</p> <p>Double-click the class name, and a new window with the class logic is displayed. If the class does not exist, you will be prompted to create the class.</p>

Related Information

[Save an Object \[page 539\]](#)

[Validate an Object \[page 540\]](#)

[Where-Used List \[page 540\]](#)

16.2.2.3.5 Create an Object

You can create a new object in Configuration Workbench by choosing the Create icon in the application toolbar.

When you use the Create icon to create a new object, the object type depends on what configuration type is selected in the dropdown list in the left panel.

To create a new object in Configuration Workbench, take the following steps:

1. Access Configuration Workbench.
2. Switch to edit mode by choosing the Display/Change icon in the application toolbar.
3. Select the type of object that you want to create in the dropdown list in the left panel.
4. Choose the Create icon in the application toolbar and then follow the onscreen instructions and the instructions in this guide.

Related Information

[Save an Object \[page 539\]](#)

16.2.2.3.6 Copy an Object

You can copy from an existing object to create a new object in Configuration Workbench.

When you copy an object to create a new one, the object type depends on the object that you are copy from (in other words, the object that you have selected and is displayed on the right).

To copy from an existing object in Configuration Workbench, take the following steps:

1. Access Configuration Workbench.
2. Switch to edit mode by choosing the Display/Change icon in the application toolbar.
3. Select the type of object that you want to create in the dropdown list in the left panel.
4. Find the object that you want to copy from in the left panel and then double-click the object to select it.
The selected object is now displayed on the right.
5. Choose the Copy icon in the application toolbar and then follow the onscreen instructions and the instructions in this guide.

Related Information

[Save an Object \[page 539\]](#)

16.2.2.3.7 Save an Object

To save an object and its configuration, choose the Save icon in the application toolbar in Configuration Workbench. When you try to save an object, the system automatically validates the configuration of the object and displays a list of messages if any errors or inconsistencies are found.

You need to fix all the errors in order to save the object.

- Double-click the text in the *Message Text* column to be directed to the tab page where the error is located.
- Click the icon in the *Info* column to find out about the cause and the instructions for fixing the error.

After you choose the Save icon, you will need to enter a development request to transport your data to the test and production systems.

Different types of objects will be transported with different logical transport objects. All the related tables are specified in the piece list.

Types of Object	Logical Transport Objects
Validation rule type	PYVT with validation rule type ID
KPI type	PYKT with KPI type ID
Solution	PYSL with solution ID
Validation rule	PYVR with validation rule ID
Analytics chart	PYAC with analytics chart ID
Analytics	PYAN with analytics ID
Analytics designer type	PYAD with analytics designer type ID
Step template	PYST with step template ID
Policy type	PYTP with policy type ID
Process type	<ul style="list-style-type: none">• PYTR with process type ID• PYPT with generated process template ID
Policy	PYPL with policy ID
Process	<ul style="list-style-type: none">• PYPR with process ID• PYPT with generated process template ID• PYDI with generated artifacts ID (steps for example)

Related Information

[Validate an Object \[page 540\]](#)

16.2.2.3.8 Validate an Object

Validation of an object in Configuration Workbench can be triggered automatically (when you choose the Save icon in the application tool bar to save an object) or manually (when you choose the Validate icon in the application tool bar to validate a specific object).

You can validate an object in display mode. In other words, you don't need to have the Edit authorization and you can validate an object in the production system. For information about the authorization in Configuration Workbench, see links at the bottom of the page.

To validate an object, take the following steps:

1. Access Configuration Workbench.
2. Select the type of object that you want to validate in the dropdown list in the left panel.
3. Find the object that you want to validate in the left panel and then double-click the object to select it.
The selected object is now displayed on the right.
4. Choose the Validate icon in the application toolbar.
The system displays a list of messages in the Message List if any errors or inconsistencies are found.
5. You can do the following:
 - Double-click the text in the *Message Text* column to be directed to the tab page where the error is located.
 - Click the icon in the *Info* column to find out about the cause and the instructions for fixing the error.

i Note

If you want to fix the errors, you must have the Edit authorization for Configuration Workbench and you must do it in the development system.

Related Information

[Authorization for Configuration Workbench User \[page 687\]](#)

[Save an Object \[page 539\]](#)

16.2.2.3.9 Where-Used List

Configuration Workbench enables you to check the reference relationship between different objects. When you change an object, you can use the Where-Used List to find out the impact of your change. When you attempt to delete an object, the system automatically checks where the current object is used and provides relevant instructions.

To find out where the current object is being used in the current system, take the following steps:

1. In Configuration Workbench, select the object type from the dropdown list and then double-click an object to select it.
2. Choose the Where-Used List icon in the application toolbar.
The Where-Used List lists all types of objects that are using the current object.

Object	Type of Referencing Objects in Where-Used List
Validation rule type	Validation rules that have been created in Manage Configuration using this validation rule type.
KPI type	KPIs that have been created in Manage Configuration using this KPI type.
Solution	Validation rules that the solution has been assigned to.
Validation rule	Policies that the validation rule has been assigned to.
Policy	Processes that the policy has been assigned to.
Policy type	Process types that the policy type has been assigned to.
Analytics chart	Analytics that the analytics chart has been assigned to.
Analytics	Processes or process types that the analytics has been assigned to.
Analytics designer type	Analytics designers that have been created in Manage Configuration using this analytics designer type.
Step template	Processes or process types that the step template has been assigned to.
Process	--
Process type	Processes that are created using the process type.

16.2.2.3.10 Delete an Object

To delete an object in Configuration Workbench, choose the Delete icon in the application toolbar in edit mode. When you try to delete an object, the system automatically checks whether and where the current object is being used.

i Note

Currently, the Where-Used List only checks the reference of an object in the current system. When you perform the Where-Used List function in the development system, reference of the object in the target test or production system is not checked. Therefore, check the Where-Used List of the object in the target test or production system to make sure that the object that you want to delete is not being used in the target system.

- If the object is not being referenced by any other objects, the system displays a dialog box asking you to confirm whether you want to delete the object. Once you confirm, the object is then deleted.
- If the object is being referenced by any other objects, the system displays a message that this object cannot be deleted if it is being used by other objects. You can click the Where-Used List icon in the application toolbar to find out where the current objects are being used. If necessary, take the following steps:
 1. Double-click a row in the Where-Used List to navigate to the referencing object.
 2. Remove the reference.
 3. Repeat the above steps to remove the reference from all referencing objects.
 4. Delete the object.

Related Information

[Where-Used List \[page 540\]](#)

[Navigation \[page 537\]](#)

16.2.2.3.11 Important Notes for Updating Saved Objects in Configuration Workbench

Changes made in Configuration Workbench are transported to the test and production systems. Generally speaking, for configurations other than policy type and process type, all the changes are effective for process recurrences that are generated after these changes are made. However, for process recurrences that have already been generated before the changes are made (including both active and upcoming processes), some changes take effect immediately, some only after relevant manual activities, such as regenerating process recurrences, and some changes are restricted.

This section provides information about the following:

- What activities are required in order for the changes to take effect on an active or upcoming process.
 - **Immediately**
Changes take effect immediately once they're transported.
 - **Regeneration**
Regeneration refers to the following activities in relevant applications:
Update and save the process to regenerate steps and process context (in Manage Processes or Configuration Workbench)
Update and save the process in Manage Processes to regenerate recurrences
Update and save the team setup in Manage Teams
 - **Re-execution**
Re-execution refers to the following activities in relevant applications:
Repeat the Initiate Policies step in My Processes
Validate an alert in My Alerts
- What changes should be avoided or only made with constraints.
 - **Restricted**

The following table lists the different changes and the manual activities that are required for the changes to take effect in process recurrences that have already been generated before these changes are made.

Object Type	Category (Tab Page) of Change	Field of Change	Affected Applications	Manual Activities Required	Comments
Validation rule	Basic Information	Name	<ul style="list-style-type: none"> • My Processes • My Alerts • My Teams 	Regeneration	<p>Regenerate the process context by editing and saving the corresponding process</p> <ul style="list-style-type: none"> • in Manage Processes if business function <i>Payroll Control Center: Simplified Configuration</i> (HCM_LOC_CI_92) is activated. • in Configuration Workbench if business function <i>Payroll Control Center: Simplified Configuration</i> (HCM_LOC_CI_92) isn't activated.
Validation rule	Basic Information	Name	Manage Policies	Immediately	--

Object Type	Category (Tab Page) of Change	Field of Change	Affected Applications	Manual Activities Required	Comments
Validation rule	Basic Information	Country/Region	Manage Policies	Immediately	<p>It isn't recommended to change the country/region of validation rule if the validation rule is used by a process through policy assignment.</p> <p>It's OK to change to All Countries/Regions.</p> <p>This field is used to restrict the value help for validation rules when you create policies.</p>
Validation rule	Basic Information	Rule Logic	<ul style="list-style-type: none"> My Processes My Alerts 	Re-execution	<p>It isn't recommended to change the rule logic if the validation rule is used by a process through policy assignment.</p> <p>If you indeed need to change the rule logic, make sure that the alert entity, root cause analysis, and parameters are still supported in the rule logic.</p> <p>This change takes effect when the validation rule is Re-executed.</p>

Object Type	Category (Tab Page) of Change	Field of Change	Affected Applications	Manual Activities Required	Comments
Validation rule	Basic Information	Alert Entity	My Alerts	Restricted	<p>It isn't recommended to change the alert entity if the validation rule is used by a process through policy assignment.</p> <p>Alerts might have already been created for the alert entity. Changing the alert entity causes inconsistencies.</p>
Validation rule	Basic Information	Keep resolved alerts status in associated follow-up process	My Processes	Re-execution	In a productive payroll process, including regular productive payroll and planned off-cycle productive payroll processes, this setting takes effect when the validation rule is Re-executed.
Validation rule	Alert Operations	<ul style="list-style-type: none"> • Enable/Disable • Reasons 	My Alerts	Immediately	--
Validation rule	Parameters	Parameters	<ul style="list-style-type: none"> • My Processes • My Alerts 	Re-execution	Re-execute the validation rule so that the changed, added, or removed parameter values take effect in the rule logic.
Validation rule	Root Cause Analysis	Root Cause Analysis	<ul style="list-style-type: none"> • My Processes • My Alerts 	Re-execution	Re-execute the validation rule so that the addition or removal of root cause analysis take effect in the rule logic.

Object Type	Category (Tab Page) of Change	Field of Change	Affected Applications	Manual Activities Required	Comments
Validation rule	Solutions	Solutions	My Alerts	Re-execution	Re-execute the validation rule for the change to take effect.
Validation rule	Alert Dependencies	Alert Dependencies	My Processes	Re-execution	Re-execute the validation rule for the change to take effect.
Analytics chart	Basic Information	Name	Only used in configuration	Immediately	--
Analytics chart	Basic Information	Country/Region	Only used in configuration	Immediately	<p>It isn't recommended to change the country/region if the analytics chart is assigned to a process through analytics.</p> <p>It's OK to change to All Countries/Regions.</p> <p>This field is used to restrict the value help for analytics charts when you create analytics.</p>
Analytics chart	Basic Information	Chart Logic	My Processes	Immediately	Re-execute the analytics chart (in the Initiate Policies step) for the new chart logic to take effect. Then the Monitoring step shows the analytics chart with the updated result.
Analytics	Basic Information	Name	Manage Processes	Immediately	--

Object Type	Category (Tab Page) of Change	Field of Change	Affected Applications	Manual Activities Required	Comments
Analytics	Basic Information	Country/Region	Manage Processes	Immediately	<p>It isn't recommended to change the country/region if the analytics is assigned to a process.</p> <p>It's OK to change to All Countries/Regions.</p> <p>This field is used to restrict the value help for analytics when you assign analytics to processes.</p>

Object Type	Category (Tab Page) of Change	Field of Change	Affected Applications	Manual Activities Required	Comments
Analytics	Sections and Charts	<ul style="list-style-type: none"> Sections Charts 	My Processes	Regeneration	<p>The sections and analytics charts are displayed in the Monitoring step. Take the following steps for the changes to be reflected:</p> <ol style="list-style-type: none"> Regenerate the process context by editing and saving the corresponding process <ul style="list-style-type: none"> in Manage Processes if business function <i>Payroll Control Center: Simplified Configuration</i> (HCM_LOC_CI_92) is activated. in Configuration Workbench if business function <i>Payroll Control Center: Simplified Configuration</i> (HCM_LOC_CI_92)

Object Type	Category (Tab Page) of Change	Field of Change	Affected Applications	Manual Activities Required	Comments
					<p>isn't activated.</p> <p>The addition or removal of sections and analytics charts is generated.</p> <p>2. Repeat the Initiate Policies step.</p>
Step template	Basic Information	Name	My Processes	Regeneration	<p>Regenerate the process step by editing and saving the corresponding process</p> <ul style="list-style-type: none"> • in Manage Processes if business function <i>Payroll Control Center: Simplified Configuration</i> (HCM_LOC_CI_92) is activated. • in Configuration Workbench if business function <i>Payroll Control Center: Simplified Configuration</i> (HCM_LOC_CI_92) isn't activated.

Object Type	Category (Tab Page) of Change	Field of Change	Affected Applications	Manual Activities Required	Comments
Step template	Basic Information	Country/Region	Only used in configuration	Immediately	<p>It isn't recommended to change the country/region if the step template is assigned to a process or a process type.</p> <p>It's OK to change to All Countries/Regions.</p> <p>This field is used to restrict the value help for steps when you assign steps to a process or a process type.</p>
Step template	Basic Information	Step Logic	My Processes	Restricted	<p>Avoid changing the step logic if the step template is used in an active process.</p> <p>Step execution creates results such as execution status, error status, background job information, and step context to be shared within the process. Therefore, changing the step logic for an active process causes inconsistencies.</p> <p>This change takes effect when the process step is Re-executed.</p>
Step template	Basic Information	Category	My Processes	Restricted	This change isn't allowed.

Object Type	Category (Tab Page) of Change	Field of Change	Affected Applications	Manual Activities Required	Comments
Step template	Basic Information	<ul style="list-style-type: none"> This process step can be repeated with a subset of its original selection This process step provides the following data for validation rules 	My Alerts	Immediately	<p>The settings take effect only when a user validates an alert in My Alerts application.</p> <ul style="list-style-type: none"> Steps that don't support repeating with a subset aren't executed during validation of the alert. Steps that don't provide data for the alert's validation rule aren't executed during validation of the alert.

Object Type	Category (Tab Page) of Change	Field of Change	Affected Applications	Manual Activities Required	Comments
Step template	Parameters	Add or remove parameters	My Processes	Regeneration	<ul style="list-style-type: none"> Make sure that the step logic is adjusted for the addition or removal of parameters. Make sure that, for the process type or process that the step template is assigned to, the parameters are assigned accordingly. Regenerate the process steps <ul style="list-style-type: none"> in Manage Processes if business function <i>Payroll Control Center: Simplified Configuration</i> (HCM_LOC_CI_92) is activated. in Configuration Workbench if business function <i>Payroll Control Center: Simplified Configuration</i>

Object Type	Category (Tab Page) of Change	Field of Change	Affected Applications	Manual Activities Required	Comments
					ion (HCM_LOC_CI_92) isn't activated.
Step template	Parameters	Mandatory	Only used in configuration	Immediately	If you set a parameter as mandatory, find all the process types and processes that use this step template by using the Where-Used List and make sure that you update the step context for this step (on the Steps tab) for all these process types and processes.
Step template	Step Automation	<ul style="list-style-type: none"> This process step can be started automatically This process step can be confirmed automatically Automatically confirm even if this process step did finish with errors 	My Processes	Immediately	--
Policy type	Basic Information	Name	Manage Policies	Immediately	--

Object Type	Category (Tab Page) of Change	Field of Change	Affected Applications	Manual Activities Required	Comments
Policy type	Basic Information	Country/Region	Manage Policies	Restricted	<p>If the policy type has already been used to define policies in Manage Policies application, changing the country/region attribute causes inconsistencies.</p> <p>It's OK to change to All Countries/Regions.</p>
Process type	Basic Information	Name	Manage Processes	Immediately	--
Process type	Basic Information	Country/Region	Manage Processes	Restricted	<p>This change isn't allowed.</p> <p>If the process type has already been used to define processes in Manage Processes application, changing the country/region attribute causes inconsistencies.</p> <p>Such change makes existing configuration invalid, including policy assignment, analytics assignment, off-cycle reasons, and so on.</p>

Object Type	Category (Tab Page) of Change	Field of Change	Affected Applications	Manual Activities Required	Comments
Process type	Basic Information	<ul style="list-style-type: none"> Category Authorization Prefix Selection Type Period Parameter Recurrence Type 	Manage Processes	Restricted	<p>This change isn't allowed.</p> <p>If the process type has already been used to define processes in Manage Processes application, changing any of these attributes causes inconsistencies.</p>
Process type	Basic Information	Contacts Group	<ul style="list-style-type: none"> Manage Processes My Processes 	Immediately	Save the process again in Manage Processes application for the change to take effect.
Process type	Steps	<ul style="list-style-type: none"> Add a step Step context Change the sort order of steps 	<ul style="list-style-type: none"> Manage Processes My Processes 	Regeneration	<ul style="list-style-type: none"> For upcoming processes, save the process again in Manage Processes application for the change to take effect. For active processes, you need to reset the process and regenerate the process context.

Object Type	Category (Tab Page) of Change	Field of Change	Affected Applications	Manual Activities Required	Comments
Process type	Steps	Remove steps	<ul style="list-style-type: none"> • Manage Processes • My Processes 	Restricted	<p>Removing a step takes effect for upcoming process. But such change destroys all active and completed processes.</p> <p>If you need to remove a step from a process type, you can choose one of the following options:</p> <ul style="list-style-type: none"> • (Recommended) Copy from the current process type to a new process type and remove the step from the new process type. • Delete all completed processes and reset the active processes that use the current process type.
Process type	Event Handler	Event Handler Enabled	My Processes	Immediately	Enabling or disabling the event handler takes effect in the next scheduled event handler job.

Object Type	Category (Tab Page) of Change	Field of Change	Affected Applications	Manual Activities Required	Comments
Process type	Off-cycle Selection	Selection Logic	My Processes	Restricted	<p>Off-cycle selection might have already been used for generating data (for example, payroll result). Changing this setting might invalidate the data and cause inconsistencies.</p> <p>(Recommended) Create a new process type for the new planned off-cycle selection.</p>
Policy	Basic Information	Name	<ul style="list-style-type: none"> My Processes Manage Teams 	Immediately	--
Policy	Basic Information	Country/Region	Only used in configuration	Restricted	<p>Changing the country/region attribute causes inconsistencies.</p> <p>Such change makes existing configuration invalid, such as validation rule assignment to the policy and policy assignment in process.</p> <p>Make sure that you adjust affected configuration.</p>

Object Type	Category (Tab Page) of Change	Field of Change	Affected Applications	Manual Activities Required	Comments
Policy	Validation Rules	Add or remove validation rules	<ul style="list-style-type: none"> • My Processes • My Alerts • My Teams 	Regeneration	<p>Validation rule assignment requires regeneration of process context. Edit and save the process</p> <ul style="list-style-type: none"> • in Manage Processes if business function <i>Payroll Control Center: Simplified Configuration</i> (HCM_LOC_CI_92) is activated. • in Configuration Workbench if business function <i>Payroll Control Center: Simplified Configuration</i> (HCM_LOC_CI_92) isn't activated. <p>When the Initiate Policies step is repeated, the updated policy takes effect.</p>
Process	Basic Information	Name	<ul style="list-style-type: none"> • My Processes • My Alerts • My Teams 	Immediately	--

Object Type	Category (Tab Page) of Change	Field of Change	Affected Applications	Manual Activities Required	Comments
Process	Basic Information	Country/Region	Only used in configuration	Restricted	<p>Changing the country/region attribute causes inconsistencies.</p> <p>Such change makes existing configuration invalid, such as policy assignment, analytics assignment, off-cycle reasons, and so on.</p> <p>Make sure that you adjust affected configuration.</p>
Process	Basic Information	<ul style="list-style-type: none"> Category Authorization Prefix Selection Type Recurrence Type 	My Processes	Restricted	<p>Such changes aren't allowed.</p> <p>Changing these causes inconsistencies and errors for active processes.</p>
Process	Basic Information	Contacts Group	My Processes	Immediately	--

Object Type	Category (Tab Page) of Change	Field of Change	Affected Applications	Manual Activities Required	Comments
Process	Steps	<ul style="list-style-type: none"> • Add a step • Step context • Change the sort order of steps 	My Processes	Regeneration	<ul style="list-style-type: none"> • For upcoming processes, regenerate process recurrence by using the Generate Process Instances (PYC_GENERATE_PROC_INSTANCE) report. • For active processes, you need to reset the process and regenerate the process context by using the Generate Process Instances (PYC_GENERATE_PROC_INSTANCE) report.

Object Type	Category (Tab Page) of Change	Field of Change	Affected Applications	Manual Activities Required	Comments
Process	Steps	Remove a step	My Processes	Restricted	<p>Removing a step takes effect for upcoming processes. But such change destroys all active and completed processes.</p> <p>If you need to remove a step from a process, you can choose one of the following options:</p> <ul style="list-style-type: none"> • (Recommended) Copy from the current process to a new process type and remove the step from the new process. • Delete all completed process recurrences and reset the active recurrences of this process.
Process	Selections	Selections	My Processes	Re-execution	<p>Adding selections requires Re-execution of the process.</p> <p>Avoid deleting selections. The process might have already generated data (for example, payroll result) for deleted selections. Such change causes inconsistencies.</p>

Object Type	Category (Tab Page) of Change	Field of Change	Affected Applications	Manual Activities Required	Comments
Process	Policies	Policies	My Processes	Regeneration	Newly added policies and validation rules take effect after the process context is regenerated. To regenerate process context, edit and save the process in Configuration Workbench.
Process	Team	Administrator Group	<ul style="list-style-type: none"> My Processes My Alerts 	Immediately	In Monitoring step, the payroll process manager can assign alerts to members in the team.
Process	Analytics	Analytics	My Processes	Regeneration	Newly added analytics and analytics charts take effect after the process context is regenerated. To regenerate process context, edit and save the process in Configuration Workbench.
Process	Event Handler	Event Handler Enabled	My Processes	Immediately	Enabling or disabling the event handler takes effect in the next scheduled event handler job.

Object Type	Category (Tab Page) of Change	Field of Change	Affected Applications	Manual Activities Required	Comments
Process	Team Dimensions	Team Dimensions	<ul style="list-style-type: none"> Manage Teams My Processes 	Regeneration	Team setup in Manage Teams must be adjusted to match the addition or removal of team dimensions. Activating the team in Manage Teams application reflects the change in the alert assignment to teams, if the process is at the Monitoring step.
Process	Preceding Monitoring Processes	Preceding Monitoring Processes	My Processes	Re-execution	Validation rules in the active recurrences of the process need to be Re-executed for the change to take effect.
Process	Off-cycle Selection	Selection Logic	My Processes	Restricted	<p>Off-cycle selection might have already been processed with generated data. Changing this setting invalidates the data and causes inconsistencies.</p> <p>(Recommended) Create a new process for the new planned off-cycle selection.</p>

Object Type	Category (Tab Page) of Change	Field of Change	Affected Applications	Manual Activities Required	Comments
Process	Off-cycle Reason	Off-cycle Reason	My Processes	Restricted	<p>Off-cycle reason might have already been processed with generated data. Changing this setting invalidates the data and causes inconsistencies.</p> <p>(Recommended) Create a new process for the new planned off-cycle reason.</p>
Validation rule type	Basic Information	Name	Manage Configuration	Immediately	--
Validation rule type	Basic Information	Country/Region	Manage Configuration	Restricted	<p>If the validation rule type has already been used to define validation rules in Manage Configuration, changing the country/region attribute causes inconsistencies.</p> <p>It's OK to change to All Countries/Regions.</p>
Validation rule type	Basic Information	Keep resolved alerts status in associated follow-up process	My Processes	Re-execution	<p>In a productive payroll process, including regular productive payroll and planned off-cycle productive payroll processes, this setting takes effect when the validation rule is Re-executed.</p>

Object Type	Category (Tab Page) of Change	Field of Change	Affected Applications	Manual Activities Required	Comments
Validation rule type	Logic	Rule Logic	<ul style="list-style-type: none"> • My Processes • My Alerts • My Teams 	Restricted	It's not recommended to change the rule logic if validation rules have been created using this validation rule type and are by a process through policy assignment.
Validation rule type	Logic	Alert Entity	My Alerts	Restricted	<p>It's not recommended to change the alert type if the validation rules created using this validation rule type have been used by a process through policy assignment.</p> <p>Alerts might have already been created for the alert type. Changing the alert type causes inconsistencies.</p>
Validation rule type	Logic	Alert Operations	My Alerts	Immediately	Activation or deactivation of alert operations of a validation rule type takes effect immediately for all the validation rules that are created using this validation rule type in Manage Configuration.

Object Type	Category (Tab Page) of Change	Field of Change	Affected Applications	Manual Activities Required	Comments
Validation rule type	Dimensions	Supported dimensions	Manage Configuration - Validation Rules	Restricted	<p>Changing supported dimensions might invalidate existing validation rules created from Manage Configuration.</p> <ul style="list-style-type: none"> • Adding new supported dimensions is allowed. • Changing and deleting supported dimensions shall be avoided.
Validation rule type	Results	Supported results	Manage Configuration - Validation Rules	Restricted	<p>Changing supported results might invalidate existing validation rules created from Manage Configuration.</p> <ul style="list-style-type: none"> • Adding new supported results is allowed. • Changing and deleting supported results shall be avoided.
KPI type	Basic Information	Name	Only used in configuration	Immediately	--
KPI type	Logic	KPI Logic	<ul style="list-style-type: none"> • Manage Configuration - KPIs • My Processes 	Restricted if the KPI type has been used by KPIs in Manage Configuration.	--

Object Type	Category (Tab Page) of Change	Field of Change	Affected Applications	Manual Activities Required	Comments
KPI type	Dimensions	Supported dimensions	Manage Configuration - KPIs	Restricted	<p>Changing supported dimensions might invalidate existing KPIs created from Manage Configuration.</p> <ul style="list-style-type: none"> • Adding new supported dimensions is allowed. • Changing and deleting supported dimensions shall be avoided.
KPI type	Results	Supported results	Manage Configuration - KPIs	Restricted	<p>Changing supported results might invalidate existing KPIs created from Manage Configuration.</p> <ul style="list-style-type: none"> • Adding new supported results is allowed. • Changing and deleting supported results shall be avoided.
Action	Basic Information	<ul style="list-style-type: none"> • Name • Description 	<p>My Alerts (for solutions)</p> <p>My Processes (for step links)</p>	Immediately	-
Action	Basic Information	Details	<p>My Alerts (for solutions)</p> <p>My Processes (for step links)</p>	Immediately	-
Analytics designer type	Basic Information	Name	Manage Configuration - Analytics Designer	Immediately	-

Object Type	Category (Tab Page) of Change	Field of Change	Affected Applications	Manual Activities Required	Comments
Analytics designer type	Basic Information	Country/Region	Manage Configuration - Analytics Designer	Restricted	Changing the country/region of the designer type may invalidate the existing designers created from Manage Configuration. It may affect the condition filter values, expression calculation with respect to HCM localization. This change shall be avoided.

Object Type	Category (Tab Page) of Change	Field of Change	Affected Applications	Manual Activities Required	Comments
Analytics designer type	Basic Information	<ul style="list-style-type: none"> Design Logic Entity Type 	Manage Configuration - Analytics Designer	Restricted	<p>The designer logic can decide the following:</p> <ul style="list-style-type: none"> Dimensions and Results picklist The main entity of the data to be shown in the designer (for example, Employee) <p>Changing these objects in the logic implementation might invalidate the analytics designer type and subsequently existing analytics designers created from Manage Configuration app.</p> <ul style="list-style-type: none"> Adding new dimensions and results to picklist is allowed. Changing and deleting dimensions, results from picklist shall be avoided. Changing entity type shall be avoided.

Object Type	Category (Tab Page) of Change	Field of Change	Affected Applications	Manual Activities Required	Comments
Analytics designer type	Dimensions	Supported dimensions	Manage Configuration - Analytics Designer	Restricted	<p>Changing supported dimensions might invalidate existing analytics designers created from Manage Configuration.</p> <ul style="list-style-type: none"> • Adding new supported dimensions is allowed. • Changing and deleting supported dimensions shall be avoided.
Analytics designer type	Results	Supported results	Manage Configuration - Analytics Designer	Restricted	<p>Changing supported results might invalidate existing analytics designers created from Manage Configuration.</p> <ul style="list-style-type: none"> • Adding new supported results is allowed. • Changing and deleting supported results shall be avoided.

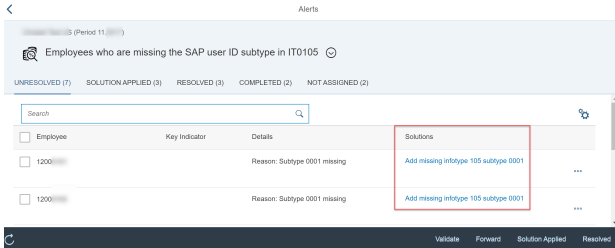
Related Information

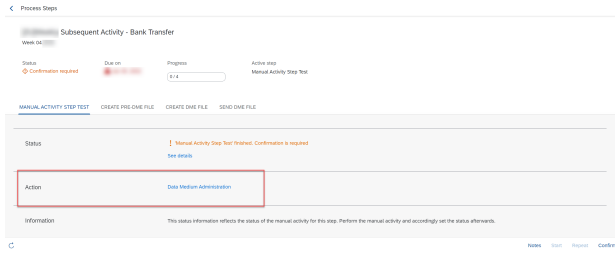
[Terminology in Payroll Control Center \[page 343\]](#)

16.2.2.4 Actions for Solutions and Step Links

You use the object type [Action](#) in Configuration Workbench to define solutions for alerts for My Alerts and step links to be displayed in steps for additional information in My Processes.

An action in Configuration Workbench can be divided into the following categories:

Category	Display on UI	Subsequent Task
Solution	<p>A solution is displayed as a hyperlink that the payroll administrator can access from both the Alerts and Alert Details pages in My Alerts. The solution points the payroll administrator to a predefined URL to correct the master data for the specific employee.</p>  <p>❖ Example</p> <p>A typical example of a solution is "Add missing address information in infotype 0006". When payroll administrators click this solution for the alert in My Alerts, they are directed to the corresponding UI for adding missing address information.</p>	<p>After the action of the Solution category is created, you assign the solution to a validation rule and specify the parameter value.</p> <p>Depending on your implementation scenario, you configure a validation rule either in Manage Configuration or in Configuration Workbench.</p> <ul style="list-style-type: none"> Implementation scenario: (Recommended) Configure Payroll Control Center Using Manage Configuration and Configuration Workbench [page 386] <ul style="list-style-type: none"> Step: Assign Solutions to Validation Rule in Manage Configuration [page 474] Implementation scenario: Configure Payroll Control Center in Configuration Workbench [page 522] <ul style="list-style-type: none"> Step: Assign Solutions to Validation Rule in Configuration Workbench [page 585]

Category	Display on UI	Subsequent Task
Step	<p>A step link is displayed on the step tab in My Processes in the Action section.</p>  <div> <p>Note</p> <p>The Action section with the step link is only visible when the step has the status <i>In Progress</i>. If the step isn't started yet or is already confirmed, you can't see the Action section or the step link on the step tab.</p> </div>	<p>After the action of the Step category is created, you assign a step link to a step template and specify the parameter value. See Step: Assign Action to Step Template in Configuration Workbench [page 602].</p>

Components of Action Links

You define an action link by inserting variables and parameters to formulate a hyperlink.

- A variable is automatically wrapped with double curly braces { { <VARIABLE_ID> } }. A variable either has a fixed value defined when the variable was created or gets a value dynamically at runtime from the process context.
- A parameter is automatically wrapped with double square brackets [[<PARAMETER_ID>]]. You must specify the parameter value at design time when you assign the action (category [Solution](#)) to a **validation rule** or when you assign the action (category [Step](#)) to a **step template**.
- Texts and symbols as used in a URL

To view the detailed setting of a variable or parameter, you can double-click a variable or parameter in the action link in Configuration Workbench.

[Configuring Actions in Configuration Workbench \[page 573\]](#)

Actions can be divided into two categories: solutions or step links. You configure actions to provide solution proposal for a type of errors (for example, missing address information) or provide step links to direct payroll process managers to a specific URL.

16.2.2.4.1 Configuring Actions in Configuration Workbench

Actions can be divided into two categories: solutions or step links. You configure actions to provide solution proposal for a type of errors (for example, missing address information) or provide step links to direct payroll process managers to a specific URL.

Prerequisites

All parameters that are used in the action link must have already been defined in the Customizing activity [Define Parameter Types](#) under ► [Payroll: International](#) ► [Payroll Control Center](#) ► [General Settings](#) ►. Only the parameters with the attribute *Par. Type allowed for Input* set to yes can be used to define actions.

Procedure

1. Access Configuration Workbench.

In the SAP Easy Access menu, choose ► [Human Resources](#) ► [Payroll](#) ► [International](#) ► [Tools](#) ► [Payroll Control Center](#) ► [Configuration Workbench](#) ► (transaction code PYC_CONF_WB).

2. Switch to the edit mode by choosing the Display/Change icon in the application toolbar.
3. In the left panel, choose [Action](#) from the dropdown list, select an existing action that you want to edit, or create a new action by doing one of the following:
 - (Recommended) Copy a standard or existing action.
To do so, double-click a standard or existing action that you want to copy from, choose the Copy icon in the application toolbar, enter a unique ID for the new one, and then choose [Continue](#).
All the attributes and values, except for the ID, of the original solution are copied to the new one.
 - You can also create a new action from scratch.
To do so, choose the Create icon in the application toolbar, enter a unique ID and a name for the new action, and then choose [Continue](#).

→ Tip





You can't filter different categories (solution or step link) of action. Therefore, to make it easier to identify the different categories, it's suggested that you define an ID naming convention for solutions and step links, for example, Z_SOL_<ID> for solutions and Z_STEP_<ID> for step links.

4. On the [Basic Information](#) tab, configure basic information of the action.

Field/Checkbox	Action	Comments
Name	Enter a name.	The action name will be shown as the link text for the action. See Actions for Solutions and Step Links [page 571] .

Field/Checkbox	Action	Comments
Description	Enter a description.	The action description will be shown as the tooltip when you hover the mouse over the action link text.
Category	Choose a category: <ul style="list-style-type: none"> Solution Step 	See Actions for Solutions and Step Links [page 571] . You can change the category of an action if necessary.

5. On the [Details](#) tab, specify the action link.

Field/Checkbox	Action	Comment
(Relevant for solutions only) Component	<p>If you selected the category Solution in step 4, you see a Component checkbox. Select this checkbox if the solution link is an SAPUI5 component.</p> <p>If the solution link is a URL, make sure that the Component checkbox is not selected.</p>	<p>If the solution link is an SAPUI5 component, enter the component ID as solution link, for example, <code>{{SYSTEM_EC}} {{Z_PEOPLE_PROFILE}} #user / {{EMPLOYEE_ID_EC}} / payrollIntegration and hrpy_pcc_em_cmp.errorManagement.ErrorDetail.</code></p>
Relevant for both solutions and step links: URL	<p>You define a solution or a step link by inserting variables and parameters to formulate a hyperlink.</p> <ul style="list-style-type: none"> To insert variables, choose the Variable button. If you can't find the variable you need, proceed to the next step. To insert parameters, choose the Parameter button. If you can't find the parameter, you need to define it first in the Customizing activity Define Parameter Types under  Payroll: International <ul style="list-style-type: none">  Payroll Control Center  General Settings . 	<p>A URL can be an HTTP URL or another protocol such as <code>mailto</code>, which can be accessed with a browser.</p> <ul style="list-style-type: none"> A variable either has a fixed value defined when the variable was created or gets a value dynamically at runtime from the process context. It is shown as embedded with double curly braces <code>{{<variable>}}</code> in the solution link, for example, <code>{{SYSTEM}}</code> and <code>{{EMPLOYEE_ID}}</code>. A parameter gets its value at design time. That means that you must specify the parameter value when you assign the action (category Solution) to a validation rule or when you assign the action (category Step) to a step template. A parameter is shown as embedded with double square brackets <code>[[<parameter>]]</code>, for example, <code>[[INFTY]]</code> (meaning info-type).

i Note

Make sure that the final assembled link string (including converted variable value at runtime and parameter values specified at design time) does not exceed the length limit.

- For SAPUI5 Component, the limit is 255 characters.
- For URL, the limit is 1200 characters (up to 10 fields with maximally 120 characters per field).

You can double-click a variable or parameter in the action in Configuration Workbench to view details of the variable or parameter.

6. If the variable you need hasn't been created it, choose the [Variable](#) button and, in the [Variable](#) dialog box, choose the Create icon in the application toolbar.
 - a. Define the variable ID and Name (description).
 - b. If the variable has a fixed value, enter the fixed value in the [Fixed Value](#) field.
 - c. If the variable has a dynamic value (that is, it will get the value at runtime), create a class implementing interface `IF_PYD_SOLUTION_VAR` and make sure that method `GET_VALUE` is implemented.
 - d. Save your entries.
7. Follow the instructions in step 5 to create the action link.
8. Save the data. You need to enter a development request for saving your entries.

Results

The action is created in Configuration Workbench. If it is a solution, it's also available in Manage Configuration in the same system.

Next Steps

To use the action, you need to do the following:

- After the action of the Solution category is created, you assign the solution to a validation rule and specify the parameter value.

Depending on your implementation scenario, you configure a validation rule either in Manage Configuration or in Configuration Workbench.

 - Implementation scenario: [\(Recommended\) Configure Payroll Control Center Using Manage Configuration and Configuration Workbench \[page 386\]](#)
 - [Step: Assign Solutions to Validation Rule in Manage Configuration \[page 474\]](#)
 - Implementation scenario: [Configure Payroll Control Center in Configuration Workbench \[page 522\]](#)
 - [Step: Assign Solutions to Validation Rule in Configuration Workbench \[page 585\]](#)
- After the action of the Step category is created, you assign a step link to a step template and specify the parameter value. See [Step: Assign Action to Step Template in Configuration Workbench \[page 602\]](#).

Task overview: [Actions for Solutions and Step Links \[page 571\]](#)

16.2.2.4.1.1 Example: Generic Solution for Maintaining People Profile in Employee Central

Check the sample solution that defines a deep link to a block in People Profile for a specific user in Employee Central. You need to create your own variables and parameters for your solutions.

❁ Example

You want to define a solution that points to the URL: `https://<app-server-domain>/sf/liveprofile?blockType=<blockType_value>&selected_user=<user id>`.

In this case, we first analyze the components of this URL:

Components in the URL	Solution Definition
<code>https://<app-server-domain></code>	The server domain can be dynamically derived from the system where Payroll Control Center is run. Therefore, we can use a variable with a dynamic value defined in a variable class to get the value dynamically at runtime.
<code>/sf/liveprofile</code>	This part is fixed. So, you can either create a variable with a fixed path or directly enter this text in the solution link when you define solution details in Configuration Workbench. In this example, we directly enter the text in the URL in solution details.
<code>?</code>	This symbol can be entered directly in solution details in Configuration Workbench.
<code>blockType=</code>	The deep link in this example uses block type to identify a block. So, you can either create a variable with the fixed value <code>blockType</code> or directly enter this text in the solution link when you define solution details. In this example, we directly enter the text in the URL in solution details.
<code><blockType_value></code>	For different validation rules, the solution needs to link to different blocks in the People Profile. Therefore, <code><blockType_value></code> doesn't have a fixed value when the solution is created. Instead, its value varies based on the validation rule that the solution is later assigned to. Therefore, we use a parameter for this value.
<code>&</code>	This symbol can be entered directly in solution details in Configuration Workbench.
<code>selected_user=</code>	This part is fixed. So, you can either create a variable with a fixed path or directly enter this text in the solution link when you define solution details in Configuration Workbench. In this example, we directly enter the text in the URL in solution details.
<code><user id></code>	The employee's user ID in the solution URL isn't a fixed value. Its value varies based on the employee whose data causes an alert. Therefore, its value needs to be derived dynamically in the context of the payroll process. We use a variable with a dynamic value for this part.

Based on the above analysis, we define the following example solution:

Solution Information	Value
ID	ZEXAMPLE_SOL_MAINTAIN_PP_EC
Title	Maintain People Profile in Employee Central
Description	Maintain People Profile in Employee Central system
Component	False

Solution Information

Value

Solution Link

```
{{SYSTEM_EC}}/sf/liveprofile?blockId=[ [ BLOCKTYPE_EC ] ]&selected_user={{EMPLOYEE_ID_EC}}
```

Solution variables and parameters:

- Variable ID: SYSTEM_EC
Name: System Service URL (<protocol>://<host>[:<port>])
Variable Class: CL_PYC_SOL_VAR_SYSTEM
- Parameter ID: BLOCK_EC
This parameter in the example represents a deep link to a block in People Profile.

Note

- In this example, `blockType` is used in the deep link to specify a block by block type. You can use other parameters, such as `blockId`, to specify a block by block ID. For information about supported parameters for identifying a block in People Profile, see [Deep Links to Blocks](#).
- Before you configure the solution, make sure that the parameters used in the solution link, which are wrapped by square brackets [[<PARAMETER_ID>]], have already been defined in the Customizing activity [Define Parameter Types](#) and that the *Par. Type allowed for Input* checkbox is selected. You can locate this Customizing activity under [Payroll: International](#) > [Payroll Control Center](#) > [General Settings](#).
- After you create the solution, you need to assign it to a validation rule and specify the parameter value. As a result, for the alerts raised by this particular validation rule, the proposed solution points to a specific block in People Profile:
To get the block information, you can go to [Admin Center](#) > [Configure People Profile](#) and select the corresponding block in the left panel. Then on the top of the right panel, you can find the block information. See [Deep Links to Blocks](#).
Assign solutions to validation rule in Manage Configuration

Check Employee Data Activate Cancel Delete Preview

CHECK_EE_BENEFITS

Alert Auxiliary Calculations Data **Solutions** Root Cause Analysis Dependencies

Maintain People Profile in Employee Central

Name: Maintain People Profile in Employee Central

Template *: Maintain People Profile in Employee Central

Details:

<BLOCKTYPE_EC>

Assign solutions to validation rule in Configuration Workbench

Validation Rule

ID: [redacted]
Name: [redacted] (selected employee list)

Basic Information | Alert Operations | Parameters | Root Cause Analysis | **Solutions** | Alert Dependencies

☒ Show solutions in alert overview

Solution Name	Parameters
<input type="checkbox"/> Maintain People Profile in Employee Central	<input type="checkbox"/> [redacted]

ID: ZEXAMPLE_SOL_MAINTAIN_PP_EC
NAME: Maintain People Profile in Employee Central

Parameter Name	Value
<input type="checkbox"/> BLOCKTYPE_EC	PERSONAL_INFO_BLOCK

For this example, when you assign the solution to a validation rule, you can enter **PERSONAL_INFO_BLOCK** as parameter value for BLOCKTYPE_EC. As a result, the solution link in My Alerts points to the specified user's *Personal Information* block.

- Variable ID: EMPLOYEE_ID_EC
Name: Employee ID in Employee Central
Variable Class: CL_PYC_SOL_VAR_EMPLOYEE_ID_EC
If the parameter type in IS_RESO_REL_KEY uses the data element PERNR_D, the class returns the employee's employee ID at runtime. In other words, the employee ID (EMPLOYEE_ID) can only be derived if the alert entity (previously called alert type) is the personnel number.

Related Information

[Deep Links to Blocks](#)

16.2.2.5 Configure Validation Rules, Analytics Charts, and Analytics in Configuration Workbench

As a technical user, you can use the Configuration Workbench to create validation rules and analytics charts (also called KPIs), which you later on assign to policies and analytics. The policies and analytics in turn need to be assigned to a process or process type.

If you want to have more flexibility on creating new validation rules, KPIs, and analytics and updating them, you might want to use the Manage Configuration application in addition to Configuration Workbench. For information about Manage Configuration, see [\(Recommended\) Configure Payroll Control Center Using Manage Configuration and Configuration Workbench \[page 386\]](#).

[Configuring Validation Rules in Configuration Workbench \[page 579\]](#)

Define rules for automatically validating employee's master data and payroll data during the payroll process. For example, you can define a rule to show all salaried employees with an increase of more than

10% in their gross payment as compared to the previous payroll period. As a result, Payroll Control Center gives an alert for each employee that has an increase of more than 10% in their gross payment.

[Creating Analytics Charts in Configuration Workbench \[page 590\]](#)

An analytics chart provides analytical statistics about a type of employee changes or payroll data changes at the organizational level over time (typically between this payroll period and the last payroll period).

Configure analytics charts so that the payroll process manager can see the analytics in the monitoring step in My Processes application in Payroll Control Center.

[Creating Analytics in Configuration Workbench \[page 596\]](#)

Configure analytics to group analytics charts according to your business needs so that they can later on be assigned to a payroll process. The analytics will need to be assigned to a payroll process, so that the payroll process manager can see the analytics in the monitoring step in My Processes application in Payroll Control Center.

16.2.2.5.1 Configuring Validation Rules in Configuration Workbench

Define rules for automatically validating employee's master data and payroll data during the payroll process. For example, you can define a rule to show all salaried employees with an increase of more than 10% in their gross payment as compared to the previous payroll period. As a result, Payroll Control Center gives an alert for each employee that has an increase of more than 10% in their gross payment.

Prerequisites

- You've completed the initial setup. See [Activating Configuration Workbench for Payroll Control Center \[page 391\]](#).
- You have the authorization to edit objects in Configuration Workbench. See [Authorization for Configuration Workbench User \[page 687\]](#).
- If you want to assign solution links to the validation rule, solutions must have been defined. See [Actions for Solutions and Step Links \[page 571\]](#).
- If revalidating an alert requires updated data from certain process steps preceding the Initiate Policies step in the payroll process, you need to define what data is provided by process steps and what data is needed by the validation rule. As a result, revalidating the alert will execute the steps in the shadow process before reexecuting the validation rule.

For information about defining the type of data provided by process steps, see [Configuring Step Templates \[page 599\]](#).

Context

In most cases, it's unnecessary to build up a validation rule from scratch. You're recommended to copy from SAP-delivered sample validation rules and make your own changes based on your needs.

Procedure

1. In the Employee Central Payroll system, access Configuration Workbench.

From the SAP Easy Access menu, choose [Human Resources](#) > [Payroll](#) > [International](#) > [Tools](#) > [Payroll Control Center](#) > [Configuration Workbench](#) (transaction code `PYC_CONF_WB`).

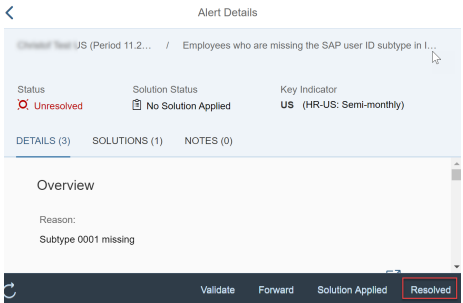
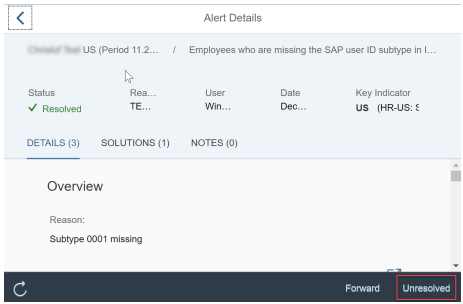
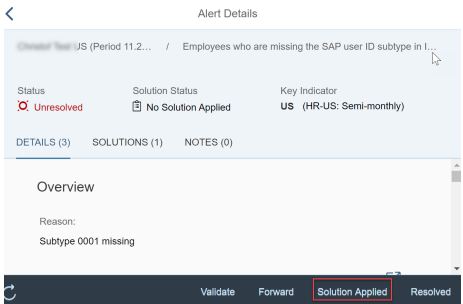
2. Switch to the edit mode by choosing the Display/Change icon in the application toolbar.
3. In the left panel, choose [Validation Rule](#) from the dropdown list and do one of the following to create a new validation rule:
 - (Recommended) Copy a standard or existing validation rule.
To do so, double-click a standard or existing validation rule that you want to copy from, choose the Copy icon in the application toolbar, enter a unique ID for the new validation rule, and then choose [Continue](#).
All the attributes and values, except for the ID, of the original validation rule are copied to the new validation rule.
 - You can also create a new validation rule from scratch.
To do so, choose the Create icon in the application toolbar, enter a unique ID and a name for the new validation rule, and then choose [Continue](#).
4. Choose the [Basic Information](#) tab and configure basic information of the validation rule.

Field/Checkbox	Action	Comments
Name	Enter a name for the validation rule.	--
Country/Region	Choose the country or region for which this validation rule is applicable.	--
Rule Logic	Enter an existing class as rule logic.	You can build a new class in transaction SE24 (Class Builder). The rule logic must inherit from base class <code>CL_PYD_CHK_FP4_BASE</code> (PCC: Base class for FP4 checks)

Field/Checkbox	Action	Comments
Alert Entity (Previously called Alert Type)	Choose for which type of entity the validation rule gives an alert. Choose only one parameter from the dropdown list. A typical alert entity is PERNR (Personnel Number).	<p>The alert entity must be supported by the rule logic.</p> <p>If you choose PERNR (Personnel Number), the validation rule gives an alert for each personnel number whose master data or payroll data is noncompliant.</p> <div> <p>i Note</p> <p>If you choose a different parameter as an alert entity, for example, ABKRS (Payroll Area), Recheck and Event Handler don't work for non-PERNR alerts. Therefore, to resolve non-PERNR alerts, relevant steps that execute such validation rules must be repeated for all employees.</p> <p>For information about the recheck and Event Handler, see Shadow Process [page 611] and Event Handler [page 609].</p> </div>
Keep resolved alerts status in associated follow-up process	Select this checkbox if you want the productive payroll results to take over the Set to Resolved status (of alerts from this validation rule) that have been set during the monitoring process.	When this checkbox is selected, the validation rule will copy the Set to Resolved status of employees' alerts that have been set by the payroll administrator during the monitoring process into the productive process, if the same alerts are detected for the same employees.
This validation rule requires process steps that provide the following data	<p>If this validation rule requires data provided by certain process steps that proceed the Initiate Policies step, specify what data is needed by this validation rule:</p> <ol style="list-style-type: none"> 1. Choose the Insert Row icon. 2. Select the row Payroll Data in the Data dialog, and then choose Continue. 	Accordingly, when you configure a step template, you need to specify whether the step template provides data to validation rules and what data is provided. For more information, see the links at the bottom of the page.

5. Choose the [Alert Operations](#) tab and specify the possible operations for the alerts.

Payroll Control Center supports the following operations for an alert. They're by default enabled for all validation rules. If you need to disable any of the alert operations, just deselect them and the corresponding button in the My Alerts application are disabled.

Alert Operation	Action	Comments
Set to Resolved	<p>Define one or more reasons for setting an alert to resolved without making any corrections (for example, because the alert is a specially approved case).</p> <ol style="list-style-type: none"> 1. Choose the Reasons button. 2. In the Alert Operations dialog box, choose the Insert Row icon and enter a reason code and text for the reason. 3. If needed, add more reasons. 4. Choose Continue to save the reasons. 	<p>In My Alerts application, if the payroll administrator considers an alert to be a false alarm, they can set it to resolved by choosing the Resolved button and a reason. The alert is then moved from the Unresolved list to the Resolved list.</p> 
Reset Status	<p>Define one or more reasons for setting an alert that has been set to resolved back to the status Unresolved.</p> <ol style="list-style-type: none"> 1. Choose the Reasons button. 2. In the Alert Operations dialog box, choose the Insert Row icon and enter a reason code and text for the reason. 3. If needed, add more reasons. 4. Choose Continue to save the reasons. 	<p>In My Alerts application, the payroll administrator has set an alert to resolved. On the next day, they realize that further investigation or correction is needed. They can find this alert in the Resolved list and reset the status by choosing the Unresolved button and choosing a reason. The alert is then moved back to the Unresolved list.</p> 
Solution Applied	--	<p>In My Alerts application, after making corrections to an alert, the payroll administrator can choose Solution Applied to move the alert to the corresponding list.</p> 

Alert Operation	Action	Comments
Remove Solution	--	<p>The payroll administrator can set the alert in the Solution Applied list back to Unresolved by choosing the Remove Solution button.</p> 

- Choose the [Parameters](#) tab and specify parameters to be used for providing additional value at runtime for this validation rule.

i Note

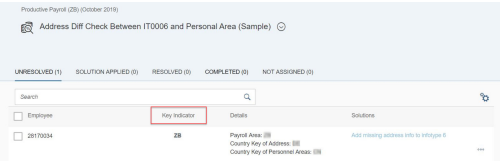
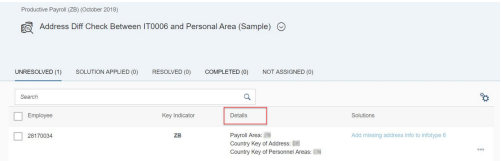
Make sure that reading the parameter values and using them as variables is implemented in your rule logic.

- Choose the Insert Row icon.
 - In the [Parameters](#) dialog box, select one or more parameters and then choose [Continue](#).
 - Choose the arrow in the [More](#) column.
 - In the parameter dialog box, enter a value (for example, [/ 301](#)) for the parameter type and then choose [Continue](#).
Depending on your rule logic, some parameters allow multiple values. Choose the Add Row icon in the parameter dialog box to specify more values for the parameter.
 - Repeat the above steps to add more parameters and specify the parameter values based on your needs.
- Choose the [Root Cause Analysis](#) tab and configure root cause analysis for the validation rule.

The root cause analysis helps payroll administrators to analyze the detailed data that's causing this validation rule to give an alert.

i Note

Make sure that the root cause analysis is implemented in your rule logic. Otherwise, the corresponding root cause analysis won't be displayed properly on the [Alert Details](#) page in the My Alerts application.

Field/Checkbox	Action	Comments
Show key value	Select this checkbox if you want to display the Key Indicators column for alerts in the alert overview in My Alerts.	 <p>The screenshot shows the 'Alert Overview' page for 'Productive Payroll (29) (October 2019)'. The title is 'Address Diff Check Between IT0006 and Personal Area (Sample)'. Below the title are tabs: UNRESOLVED (1), SOLUTION APPLIED (0), RESOLVED (0), COMPLETED (0), and NOT ASSIGNED (0). A search bar is present. The table has columns: Employee, Key Indicator (checkbox), Details, and Solutions. The 'Key Indicator' checkbox for the first row (Employee 28170034) is selected and highlighted with a red box.</p>
Show summary	Select this checkbox if you want to provide a summary information (Details column) next to the key values for alerts in the alert overview in My Alerts.	 <p>The screenshot shows the same 'Alert Overview' page. In this view, the 'Details' checkbox in the table header is selected and highlighted with a red box, while the 'Key Indicator' checkbox is not selected.</p>

A result detail type can be presented as a UI section displayed on the [Alert Details](#) page in My Alerts. Take the following steps to add result detail types to provide more information for root cause analysis:

1. Choose the Insert Row icon.
2. In the [Root Cause Analysis](#) dialog box, select a result detail type by selecting the checkbox before it and then choose [Continue](#).
3. Repeat the above steps to add more result detail types based on your needs.
4. You can adjust the position of the UI sections represented by the result detail types by using the upward and downward arrows on the right side of the table.

The corresponding UI sections are displayed in alert details.

Alert Details

[Employee Management](#) / [Create November 2016](#) / [Team One](#) / Check the Country Key between IT0006 and Person area(Personnel Area)

IT0006 - PCC FP4 - (empty)_00 - 0

Unresolved **No Solution Applied** **CN (HR-CN: Monthly)**

[DETAILS \(3\)](#) [SOLUTIONS \(1\)](#) [NOTES \(0\)](#)

Overview

Payroll Area: **IT00**

Country Key of Address: **00**

Country Key of Personnel Areas: **IT00**

Simple Form

Personal Number: **0000000000**

Payroll Area: **IT00**

Country Key of Address: **00**

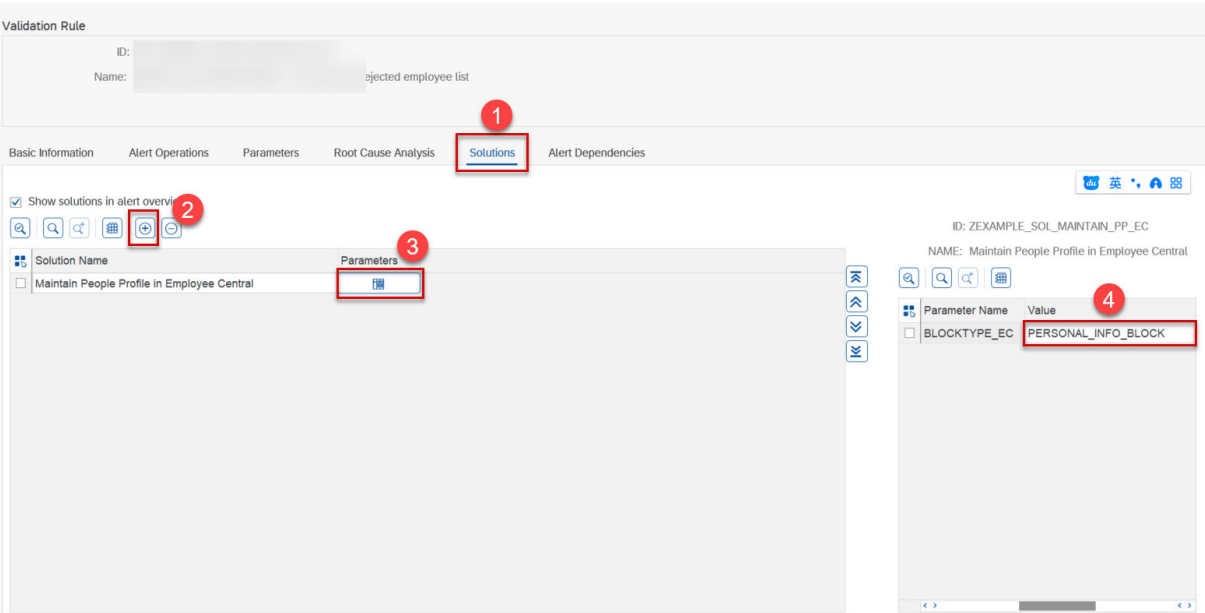
Country Key of Personnel Areas: **IT00**

- i Note

A solution can be used by multiple validation rules. Specify the parameter value of the solution for each assignment to a validation rule.

Field/Checkbox	Action	Comments
Show solutions in alert overview	Select this checkbox if you want to provide solutions (Solutions column) for alerts from this validation rule in the My Alerts application.	Appearance on the UI:

Take the following steps to assign solutions to the validation rule:



1. Choose the Insert Row icon.
2. In the *Solutions* dialog box, select a solution and then choose *Continue*.
You can create new solutions from the dialog box either by selecting an existing solution and choosing the Copy icon to copy from it, or by directly choosing the Create icon to create a new solution from scratch. For information about how to create a solution, see [Actions for Solutions and Step Links \[page 571\]](#).
3. Enter the solution name. The solution name is displayed as link text for the solution for the validation rule in My Alerts.
4. If you've used parameters in your solution definition, choose the icon in the Parameters column to open the corresponding parameter view and then enter the parameter value on the right side.
If the value help is provided for the parameter, you can use the value help to enter the parameter value for the solution.
5. Repeat the above steps to add more solutions to the validation rule based on your needs.

A solution is presented as a hyperlink that the payroll administrator can click from both the [Alerts](#) and [Alert Details](#) pages in My Alerts application to correct the alert for the employee. A typical example of a solution is "Add missing address information in infotype 0006". When the payroll administrator clicks the solution for the alert in My Alerts, they're directed to the corresponding UI where they can correct the data for that specific employee.

9. Choose the [Alert Dependencies](#) tab and configure dependency for the validation rule.

Field / Checkbox	Action	Comments
This validation rule can be used by other validation rules to suppress raised alerts	Specify whether you want to enable this validation rule to be used as filter to suppress the same alerts of other validation rules.	Another validation rule Y can then use this validation rule X as filter. In this case, if an alert detected by Y is raised by validation rule X, the same alert won't be shown by Y.

Field / Checkbox	Action	Comments
Don't raise an alert if one of the following validation rules has already raised an alert	Specify which validation rules provide filters for the current one.	This validation rule doesn't raise an alert if one of its filter validation rules has raised an alert for the same employee.

In the table below the text *Don't raise an alert if one of the following validation rules has already raised an alert*, take the following steps to specify which validation rules you want to use as input to filter the results of the current validation rule:

1. Choose the Insert Row icon.
2. In the *Alert Dependency* dialog box, select one or more validation values and then choose *Continue*.

This validation rule won't raise an alert if one of its filter validation rules has raised an alert for the same employee.

If the checkbox *This validation rule can be used by other validation rules to suppress raised alerts* is selected, this validation rule can be used as a filter by other validation rules.

10. Choose the Validate icon in the application toolbar to validate your configuration. If needed, make corrections according to validation messages.
11. Save the data. Enter a development request for saving your entries.

The validation rule is transported with the logical transport object PYVR with validation rule ID. All the related tables are specified in the piece list.

Next Steps

If later on you need to make changes to it, you can use the Where-Used List icon in the application toolbar to find a list of objects that are using this validation rule. Note that some changes take effect immediately, some require manual activities, and some changes are restricted. For more information about changing the saved objects, see the links at the bottom of the page.

After you've saved the validation rules, move on to create analytics charts.

[Sample Validation Rules in Payroll Control Center \[page 588\]](#)

Learn about the list of sample validation rules for checking employee's salary data and payroll run status in Payroll Control Center.

[Sample Root Cause Analyses \[page 589\]](#)

Payroll Control Center provides a list of root cause analyses in the standard delivery. If the sample root cause analyses don't meet your customized requirements, it's recommended that you use analytics designer in Manage Configuration to create your root cause analyses.

Related Information

[Details of an Alert \[page 828\]](#)

[Important Notes for Updating Saved Objects in Configuration Workbench \[page 542\]](#)

16.2.2.5.1.1 Sample Validation Rules in Payroll Control Center

Learn about the list of sample validation rules for checking employee's salary data and payroll run status in Payroll Control Center.

i Note

The sample objects in Payroll Control Center are provided for reference. They don't cover all business scenarios. You're recommended to copy from the sample objects and make your own changes based on your needs.

Don't use the sample objects directly, because if you use them directly, later changes by SAP to these predelivered objects cause inconsistency or errors in your system.

Sample Validation Rule	Description
PYD_SAMPLE_AMT_GT_CHK (Check Wage Type /559 Greater than 100000 (Process Context Enable))	Gives an alert for each employee whose payment (wage type / 559) is greater than 100,000.
PYD_SAMPLE_CHECK_REJECTED_EES (Sample Check implementation - Find Payroll-Rejected Employee List)	Gives an alert for each employee who is rejected from the payroll run.
PYD_SAMPLE_COMPARE_GT_CHK (Compare Current and Previous Wage Type /101 Difference Greater than 1000 (Sample))	Gives an alert for each employee whose total gross (wage type / 101) has a difference of greater than 1,000 between the current payroll period and the previous wage type.
PYD_SAMPLE_COUNTRY_KEY_CHK (Check the Country Key between IT0006 and Personnel area (Process Content Enable))	Gives an alert for each employee whose country/region attribute in the Addresses (0006) infotype is inconsistent with the personnel area of the payroll process.
PYD_SAMPLE_NET_GT_CHK (Wage Type /550 Check Greater than 10000 (Sample))	Gives an alert for each employee whose statutory net salary (wage type / 550) is greater than 10,000.
PYD_SAMPLE_OC_AMT_GT_CHK (Wage Type /559 Check Greater than Values in Off-cycle Process (Sample))	Gives an alert for each employee whose statutory net salary (wage type / 559) is greater than a specified value in the off-cycle process.
PYC_SAMPLE_SIM_POSTING_REJ_EES (Posting Simulation Rejected Employees)	Gives an alert for each employee who is rejected from the posting simulation step.

Parent topic: [Configuring Validation Rules in Configuration Workbench \[page 579\]](#)

Related Information

[Sample Root Cause Analyses \[page 589\]](#)

16.2.2.5.1.2 Sample Root Cause Analyses

Payroll Control Center provides a list of root cause analyses in the standard delivery. If the sample root cause analyses don't meet your customized requirements, it's recommended that you use analytics designer in Manage Configuration to create your root cause analyses.


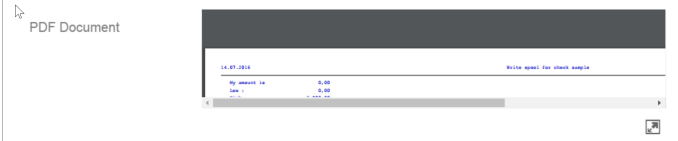

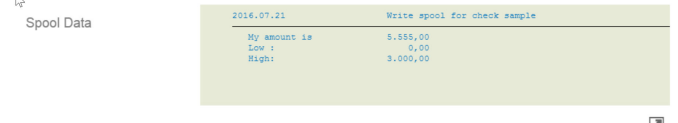
i Note

These root cause analyses are already assigned to the parameter type PERNR (Personnel Number) in the standard delivery. They should suffice to provide the root cause analysis for your validation rules. If you need to create your own root cause analysis anyway, then you need to create your custom parameter type for example, ZPERNR (Personnel Number) and create and assign your custom result detail types in Customizing activity [Define Parameter Types](#) (under Customizing for [Payroll International](#) [Payroll Control Center](#) [General Settings](#)).

i Note

The sample objects in Payroll Control Center are provided for reference. They don't cover all business scenarios. You're recommended to copy from the sample objects and make your own changes based on your needs.

Don't use the sample objects directly, because if you use them directly, later changes by SAP to these predelivered objects cause inconsistency or errors in your system.

Result Detail Type ID	Result Detail Type Name	Appearance on the UI (Example)
SAP_GOV	Generic Overview	
SAP_PDF	PDF Document	
SAP_SFO	Simple Form	
SAP_SPO	Spool Data	

Result Detail Type ID	Result Detail Type Name	Appearance on the UI (Example)																																										
SAP_SWT	Simple Wage Type	<div><div>Simple Wage Type</div><table><thead><tr><th>Wage Type...</th><th>Wage Type Text</th><th>Number</th><th>Rate</th><th>Amount</th></tr></thead><tbody><tr><td>/311</td><td>/311 -PI EE Premium</td><td></td><td>0.00</td><td>60.00</td></tr><tr><td>/313</td><td>/313 -PI EE Actual</td><td></td><td>0.00</td><td>60.00</td></tr><tr><td>/312</td><td>/312 -PI ER Premium</td><td></td><td>0.00</td><td>110.00</td></tr></tbody></table></div>					Wage Type...	Wage Type Text	Number	Rate	Amount	/311	/311 -PI EE Premium		0.00	60.00	/313	/313 -PI EE Actual		0.00	60.00	/312	/312 -PI ER Premium		0.00	110.00																		
Wage Type...	Wage Type Text	Number	Rate	Amount																																								
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/313	/313 -PI EE Actual		0.00	60.00																																								
/312	/312 -PI ER Premium		0.00	110.00																																								
SAP_TXT	Text	<div><div>Text</div><div>PI EE Premium: 60.00 PI EE Actual: 60.00 PI ER Premium: 110.00 PI ER Actual: 110.00</div></div>																																										
SAP_WTD	Wage Type Difference	<div><div>Wage Type Difference</div><table><thead><tr><th rowspan="2">Wage Type</th><th rowspan="2">Amount Diff</th><th colspan="3">Jan 2016</th><th colspan="3">Dec 2015</th></tr><tr><th>Number</th><th>Rate</th><th>Amount</th><th>Number</th><th>Rate</th><th>Amount</th></tr></thead><tbody><tr><td colspan="8">TOTAL COMPENSATION</td></tr><tr><td>/101 Gross total</td><td>155.54 x</td><td></td><td>560.00 \$</td><td>129,988.77 x</td><td></td><td>536.11 \$</td><td>129,833.23 x</td></tr><tr><td>/103 Taxable income</td><td>-44,342.332 EUR</td><td></td><td>480.00 EUR</td><td>6,768,788.77 EUR</td><td></td><td>500.11 EUR</td><td>51,111,121.81 EUR</td></tr></tbody></table></div>					Wage Type	Amount Diff	Jan 2016			Dec 2015			Number	Rate	Amount	Number	Rate	Amount	TOTAL COMPENSATION								/101 Gross total	155.54 x		560.00 \$	129,988.77 x		536.11 \$	129,833.23 x	/103 Taxable income	-44,342.332 EUR		480.00 EUR	6,768,788.77 EUR		500.11 EUR	51,111,121.81 EUR
Wage Type	Amount Diff	Jan 2016			Dec 2015																																							
		Number	Rate	Amount	Number	Rate	Amount																																					
TOTAL COMPENSATION																																												
/101 Gross total	155.54 x		560.00 \$	129,988.77 x		536.11 \$	129,833.23 x																																					
/103 Taxable income	-44,342.332 EUR		480.00 EUR	6,768,788.77 EUR		500.11 EUR	51,111,121.81 EUR																																					

Parent topic: [Configuring Validation Rules in Configuration Workbench \[page 579\]](#)

Related Information

- [Sample Validation Rules in Payroll Control Center \[page 588\]](#)
- [Default Logic Implementation \[page 720\]](#)

16.2.2.5.2 Creating Analytics Charts in Configuration Workbench

An analytics chart provides analytical statistics about a type of employee changes or payroll data changes at the organizational level over time (typically between this payroll period and the last payroll period). Configure analytics charts so that the payroll process manager can see the analytics in the monitoring step in My Processes application in Payroll Control Center.

Context

In most cases it is not necessary to build up an analytics chart from scratch. You are recommended to copy from SAP-delivered sample analytics charts and make your own changes based on your needs.

Procedure

1. In the Employee Central Payroll system, access Configuration Workbench.

In SAP Easy Access menu, choose ► [Human Resources](#) ► [Payroll](#) ► [International](#) ► [Tools](#) ► [Payroll Control Center](#) ► [Configuration Workbench](#) ► (transaction code `PYC_CONF_WB`).
2. Switch to the edit mode by choosing the Display/Change icon in the application toolbar.
3. In the left panel, choose [Analytics Chart](#) from the dropdown list and do one of the following to create a new analytics chart:

- (Recommended) Copy a standard or existing analytics chart.
To do so, double-click a standard or existing analytics chart that you want to copy from, choose the Copy icon in the application toolbar, enter a unique ID for the new analytics chart, and then choose [Continue](#). All the attributes and values, except for the ID, of the original analytics chart are copied to the new analytics chart.
- You can also create a new analytics chart from scratch.
To do so, choose the Create icon in the application toolbar, enter a unique ID and a name for the new analytics chart, and then choose [Continue](#).

4. Choose the [Basic Information](#) tab page and configure basic information of the analytics chart.

Field/Checkbox	Action	Comments
Name	Enter a name for the analytics chart.	--
Country/Region	Choose the country or region for which this analytics chart is applicable.	--
Chart Logic	Enter a class as chart logic.	<p>You can build a new class in transaction SE24 (Class Builder). The chart logic must inherit from the base class <code>CL_PYC_KPI_BASE</code> (Payroll Process KPI Base Class). Otherwise, the system gives an error message.</p> <p>In addition, your chart logic can inherit from one of the following base classes:</p> <ul style="list-style-type: none"> • <code>CL_PYC_KPI_CHART_BASE</code> (Base class for all types of chart analytics except for Delta and Harvey) <ul style="list-style-type: none"> • <code>CL_PYC_KPI_DELTA_CHART_BASE</code> (Delta chart) • <code>CL_PYC_KPI_HARVEY_CHART_BASE</code> (Harvey chart) • <code>CL_PYC_KPI_NUMERIC_BASE</code> (Numeric analytics) <p>If the chart logic does not inherit from the listed base classes, the system will give a warning message and the chart type is displayed as Unknown.</p>
Chart Type	This field is read-only.	The value of this field is derived based on the chart logic that you have specified. The purpose is to enable you to see whether the selected logic fits your need.

5. Choose the Validate icon in the application toolbar to validate your configuration. If needed, make corrections according to validation messages.

6. Save the data. You need to enter a development request for saving your entries.

The analytics chart will be transported with the logical transport object PYAC with analytics chart ID. All the related tables are specified in the piece list.

Next Steps

If later on you need to make changes to it, you can use the Where-Used List icon in the application toolbar to find a list of objects that are using this analytics chart. Note that some changes take effect immediately, some require manual activities, and some changes are restricted. For more information about making changes to saved objects, see links at the bottom of the page.

After you have created your analytics charts, move on to create analytics to group your analytic charts so that they can later be assigned to a process.

[Sample Analytics Charts in Payroll Control Center \[page 592\]](#)

Learn about the sample analytics charts included in the standard delivery of Payroll Control Center.

Related Information

[Important Notes for Updating Saved Objects in Configuration Workbench \[page 542\]](#)

16.2.2.5.2.1 Sample Analytics Charts in Payroll Control Center

Learn about the sample analytics charts included in the standard delivery of Payroll Control Center.

i Note

The sample objects in Payroll Control Center are provided for reference. They don't cover all business scenarios. You're recommended to copy from the sample objects and make your own changes based on your needs.

Don't use the sample objects directly, because if you use them directly, later changes by SAP to these predelivered objects cause inconsistency or errors in your system.

Sample Analytics Chart

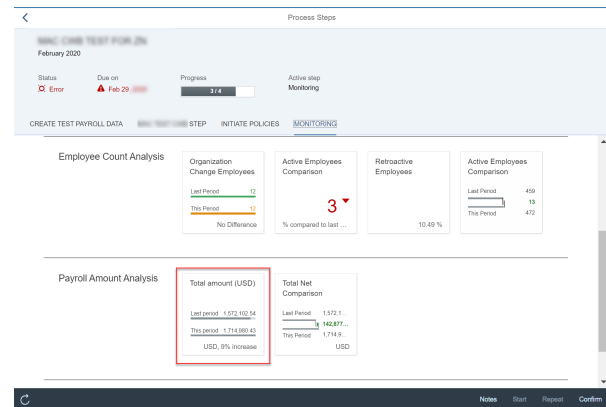
Payroll amount analysis

Example KPI Type (Bar Chart): Total Amount Comparison (PYP_KPI_EX_BC_TOTAL_AMT)

Description

Displays the bar chart comparison of the total payroll between the last period and the current period.

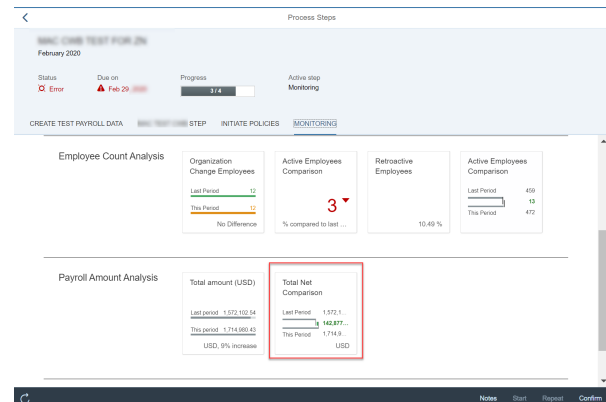
Example



Example KPI Type (Delta Chart): Total Amount Comparison (PYP_KPI_EX_DC_TOTAL_AMT)

Displays the delta chart comparison of the total payroll between the last period and the current period.

Example



Sample Analytics Chart

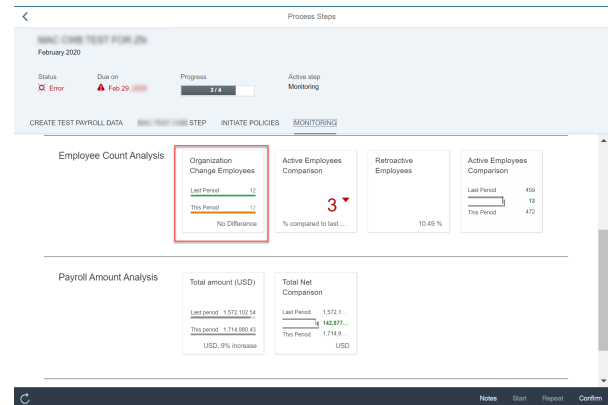
Employee count analysis

Example KPI Type (Bar Chart):
Org. Change Employees Comparison
(PYP_KPI_EX_BC_ORG_CHANGE_EE)

Description

Displays the bar chart comparison of the number of employees with organizational changes in the last period and the current period.

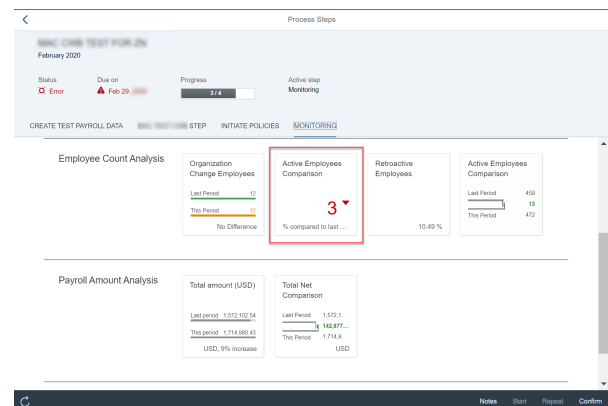
Example



Example KPI Type (Numeric):
Active Employees Comparison
(PYP_KPI_EX_NUM_ACTIVE_EE)

Displays a numeric value for the growth percentage of the number of active employees in the current period as compared to the last period.

Example



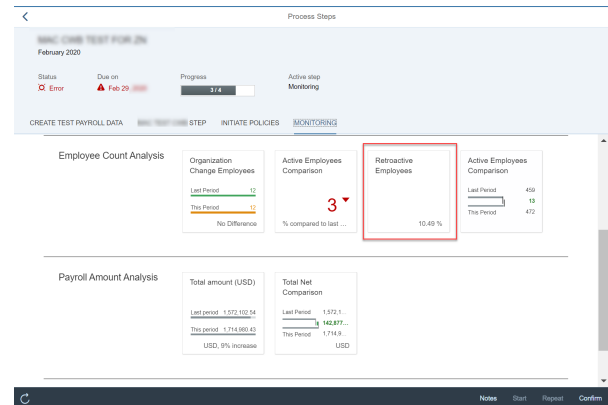
Sample Analytics Chart

Example KPI Type (Harvey Chart): Retroactive Employees (PYP_KPI_EX_HC_RETRO_EE)

Description

Displays the Harvey Ball chart for the number of employees with retroactive payroll run in the current period as compared to the last period.

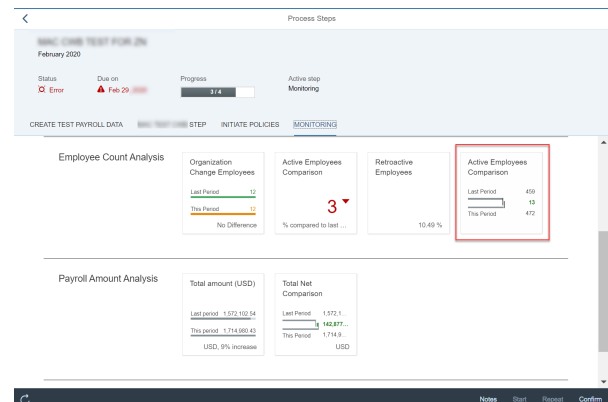
Example



Example KPI Type (Delta Chart): Active Employees Comparison (PYP_KPI_EX_DC_ACTIVE_EE)

Displays the delta chart comparison of the number of active employees in the last period and the current period.

Example



Parent topic: [Creating Analytics Charts in Configuration Workbench \[page 590\]](#)

16.2.2.5.3 Creating Analytics in Configuration Workbench

Configure analytics to group analytics charts according to your business needs so that they can later on be assigned to a payroll process. The analytics will need to be assigned to a payroll process, so that the payroll process manager can see the analytics in the monitoring step in My Processes application in Payroll Control Center.

Prerequisites

You have configured KPIs (also called analytics charts) in either the Manage Configuration application or Configuration Workbench.

For information, see [Configuring KPIs in Manage Configuration \[page 485\]](#) or [Creating Analytics Charts in Configuration Workbench \[page 590\]](#).

Procedure

1. In the Employee Central Payroll system, access Configuration Workbench.

In SAP Easy Access menu, choose ► [Human Resources](#) ► [Payroll](#) ► [International](#) ► [Tools](#) ► [Payroll Control Center](#) ► [Configuration Workbench](#) ► (transaction code PYC_CONF_WB).
2. Switch to the edit mode by choosing the Display/Change icon in the application toolbar.
3. In the left panel, choose [Analytics](#) from the dropdown list and do one of the following to create a new analytics:
 - (Recommended) Copy a standard or existing analytics.
To do so, double-click a standard or existing analytics that you want to copy from, choose the Copy icon in the application toolbar, enter a unique ID for the new analytics, and then choose [Continue](#).
All the attributes and values, except for the ID, of the original analytics are copied to the new analytics.
 - You can also create a new analytics from scratch.
To do so, choose the Create icon in the application toolbar, enter a unique ID and a name for the new analytics, and then choose [Continue](#).
4. Choose the [Basic Information](#) tab page and configure basic information of the analytics.

Field/Checkbox	Action	Comments
Name	Enter a name for the analytics.	--
Country/Region	Choose the country or region for which this analytics is applicable.	The analytics can only contain analytics charts that have the same country/region attribute or that are for all countries and regions.

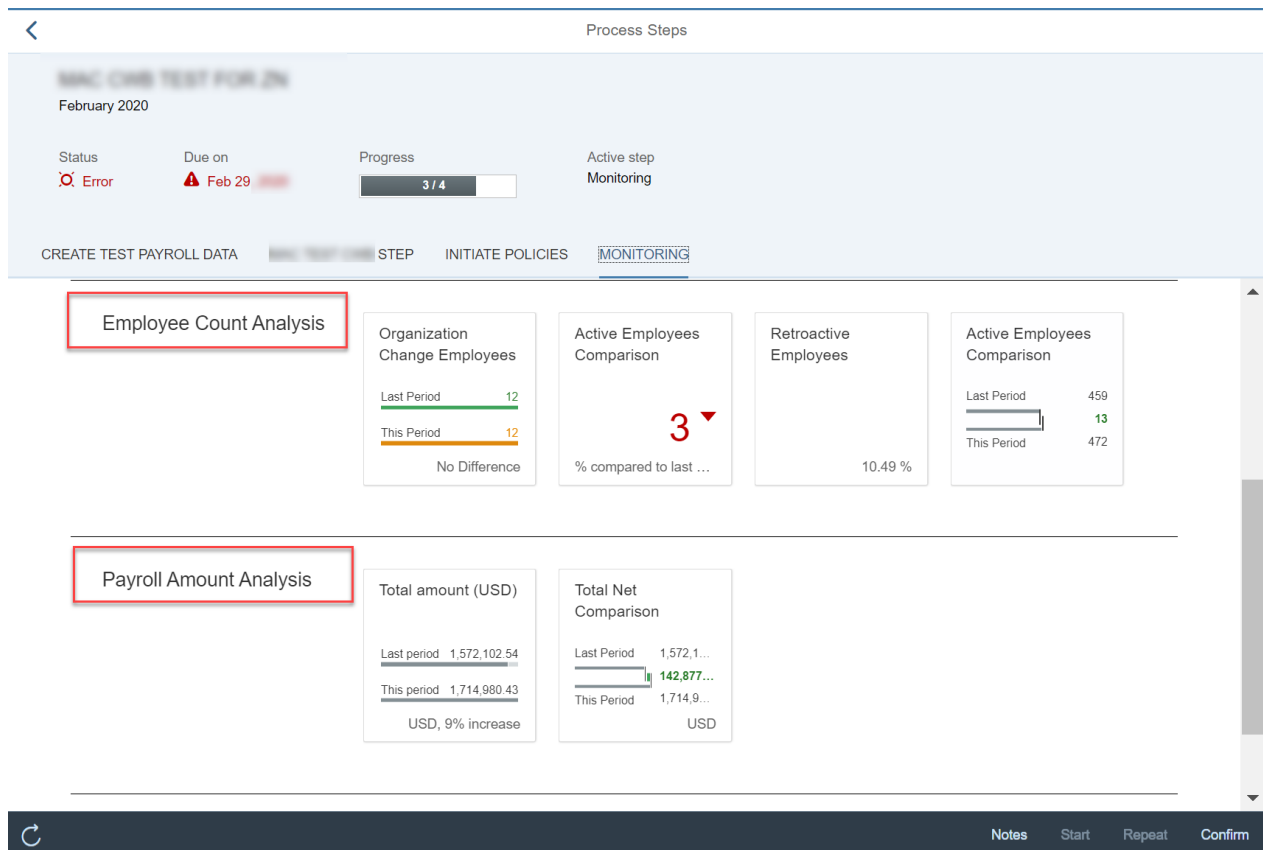
Field/Checkbox	Action	Comments
<p>Use Charts (KPIs) created from Manage Configuration application</p>	<div> <div> <div>Analytics</div> <div>ID</div> <div>Name</div> </div> <div> <div>Basic Information</div> <div>Sections and Charts</div> </div> <div> <div>Name</div> <div>Country/Region</div> <div> <input type="checkbox"/> Use KPIs created from Manage Configuration application </div> </div> </div> <p>This checkbox is displayed if business function <i>Payroll Control Center: Manage Configuration (Validation Rules and KPIs)</i> (HCM_LOC_CI_109) is activated.</p> <p>Define whether this analytics consists of KPIs (also called analytics charts) created based on KPI types using the Manage Configuration application.</p>	<ul style="list-style-type: none"> If you don't use Manage Configuration, or if you don't want to use the KPIs created in Manage Configuration in this analytics, do not select this checkbox. If you select this checkbox, on the Sections and Charts tab of the analytics, you can select and assign only the KPIs created in Manage Configuration application. <div> <p>Note</p> <p>Once the object is saved, you cannot change this field.</p> </div>

- Choose the [Sections and Charts](#) tab page and group analytics charts into the analytics.
 - To create a new section, choose New Section, enter a name, and then choose [Continue](#). This creates a new section with the specified name on the UI of the monitoring step in the My Processes application.
 - Select a section, choose New Chart.
 - In the Sections and Charts dialog box, select one or more analytics charts that you want to add to the section and then choose [Continue](#).
 - Repeat the above steps to create more sections and add more charts into the sections.
 - You can adjust the position of the charts and sections by selecting a row and then using the upward and downward arrows on the right side of the table.
- Choose the Validate icon in the application toolbar to validate your configuration. If needed, make corrections according to validation messages.
- Save the data. You need to enter a development request for saving your entries.

The analytics will be transported with the logical transport object PYAN with analytics ID. All the related tables are specified in the piece list.

Results

The following screenshot is an example of the appearance of analytics sections and charts on the UI of the monitoring step in a process after Payroll Control Center is set up.



Each highlighted row is a section. Each tile in the row represents an analytics chart assigned to the analytics in this section.

Next Steps

If later on you need to make changes to it, you can use the Where-Used List icon in the application toolbar to find a list of objects that are using this analytics. Note that some changes take effect immediately, some require manual activities, and some changes are restricted. For more information about making changes to saved objects, see links at the bottom of the page.

Move on to configure step templates if you haven't configured step templates yet.

- If you use Manage Configuration and Configuration Workbench to implement Payroll Control Center, follow the instructions in [Subsequent Steps for Implementing Payroll Control Center \[page 501\]](#).
- If you use only the Configuration Workbench to implement Payroll Control Center, follow the instructions in [Configuring Step Templates \[page 599\]](#).
- If later on you need to update the analytics, you can use the Where-Used List icon in the application toolbar to find a list of objects that are using this analytics. Note that some changes take effect immediately, some require manual activities, and some changes are restricted. For more information about updating saved objects, see [Important Notes for Updating Activated Objects in Manage Configuration \[page 416\]](#).

Related Information

[Important Notes for Updating Saved Objects in Configuration Workbench \[page 542\]](#)

16.2.2.6 Configuring Step Templates

A step is a single activity within a payroll process. Usually it corresponds to a program with a predefined variant and relevant values required to execute the program. Configure step templates so that later on you can use them to compose a payroll process.

Prerequisites

- You have completed the initial setup. See [Activating Configuration Workbench for Payroll Control Center \[page 391\]](#).
- To assign a step link to a step, you have defined action of the Step category. See [Configuring Actions in Configuration Workbench \[page 573\]](#).
- You have the authorization to edit objects in Configuration Workbench. See [Authorization for Configuration Workbench User \[page 687\]](#).

Context

In most cases it is not necessary to build up a step template from scratch. You are recommended to copy from SAP-delivered sample step templates and make your own changes based on your needs.

Procedure

1. In the Employee Central Payroll system, access Configuration Workbench.
In SAP Easy Access menu, choose ► [Human Resources](#) ► [Payroll](#) ► [International](#) ► [Tools](#) ► [Payroll Control Center](#) ► [Configuration Workbench](#) ►.
2. Switch to the edit mode by choosing the Display/Change icon.
3. In the left panel, choose [Step Template](#) from the dropdown list and do one of the following to create a new step template:
 - (Recommended) Copy a standard or existing step template.
To do so, double-click a standard or existing step template that you want to copy from, choose the Copy icon in the application toolbar, enter a unique ID for the new step template, and then choose [Continue](#).
All the attributes and values, except for the ID, of the original step template are copied to the new step template.

- You can also create a new step template from scratch.
To do so, choose the Create icon in the application toolbar, enter a unique ID and a name for the new step template, and then choose [Continue](#).

4. Choose the [Basic Information](#) tab page and configure basic information of the step template.

Field/Checkbox	Action	Comments
Name	Enter a name for the step template.	--
Country/Region	Choose the country or region for which this step template is applicable.	--
Step Logic	Enter an existing class as rule logic.	<p>You can build a new class in transaction SE24 (Class Builder). The step logic and the step category are cross-checked.</p> <ul style="list-style-type: none"> If the step category is Monitoring, then the step logic class must inherit from base class PYC: Payroll Process Step Monitoring (CL_PYC_STT_MONITORING). If the step category is Initiate Policies, then the step logic class must inherit from base class Payroll Control Center: Step for Prepare Data Verification (CL_PYC_STT_EXECUTE_POLICIES). If the step category is Others, and this step requires running ABAP programs in background jobs, the step logic class must inherit from base class PYC: Asynchronous system step (CL_PYC_STT_ASYNC_BATCH_BASE); For other steps in the Others category, the step logic class must inherit from base class Payroll Process Step Template Base (CL_PYC_STT_BASE).
Category	<p>Choose the step category from the dropdown list:</p> <ul style="list-style-type: none"> Monitoring If your step template is used for monitoring alerts, choose Monitoring. The user interface of monitoring steps will display KPIs of the payroll results. Initiate Policies If your step template is used for executing checks, filters, and KPIs, choose Initiate Policies. Other If your step template belongs in none of the above cases, choose Other. 	--

Field/Checkbox	Action	Comments
This process step can be repeated with a subset of its original selection	Specify whether this step can be started for a subset of original selection.	<p>Scenario 1: Run test payroll only for employees with alerts</p> <div> <p>❖ Example</p> <p>When the payroll process manager executes the test payroll step, if it has been executed before, the system prompts a dialog box asking whether to open all the payroll control records or open the erroneous payroll control records only.</p> </div> <p>Scenario 2: Run Initiate Policies step to execute a given validation rule for the selected employee</p> <div> <p>❖ Example</p> <p>When a payroll administrator chooses Validate to validate an alert in the My Alerts application, the Initiate Policies step is started and it executes only the current validation rule for the current employee.</p> </div>
This process step provides the following data for validation rules	<p>Specifies whether this process step is needed during validating an alert in My Alerts application.</p> <p>If you select the checkbox, go on to specify what data is provided by this process step.</p>	<p>Accordingly, when you configure a validation rule, you need to specify whether the validation rule requires data provided by certain process steps that are prior to Initiate Policies step.</p> <p>Result</p> <p>For a validation rule requiring data provided by a step template, validating the alert will also execute the step before reexecuting the validation rule. This ensures that the validation is done based on up-to-date data.</p>

- Choose the [Parameters](#) tab page and specify parameters that will be used to provide input for this step template.

Assign parameters to provide step-specific attributes, such as the program to be executed for this step, the variant for the program, and the interval at which the program is to be executed.

i Note

The following parameters are assigned by default to all the step templates created in Configuration Workbench, so as to enable the step templates to inherit the context information from the processes that the step templates are assigned to. Therefore you don't need to manually add them as parameters.

- PYP_PROC (Payroll Process)
- PYP_PROC_INST (Payroll Process Instance)
- PYP_PROC_GRP_TEMPLATE (Payroll Process Step Group Template)
- PYP_PROC_TEMPLATE (Payroll Process Template)
- PYP_STEP_SORT_FIELD (Payroll Process Step Sort Field)

The process context includes the selection type (such as the specific payroll area) and the recurrence type (such as the specific payroll period). The parameters maintained here will be also included into the context during execution of the step template.

i Note

Make sure that reading the parameter values and using them as variables is implemented in your step logic.

1. Choose the Insert Row icon.
2. In the [Parameters](#) dialog box, select one or more parameters (for example, SE38 Program Name, which represents a program that can be executed from transaction SE38) and then choose [Continue](#).
3. [Mandatory](#) checkbox: Determines whether a parameter type requires a value to as input to ensure the correct function of the step in the assigned process.
If a parameter is marked as mandatory, when you configure processes or process types in Configuration Workbench, you will need to specify the value for the parameter.
6. Choose the [Step Automation](#) tab page and configure automation attributes for the step template.

Field/Checkbox	Action	Comments
This process step can be started automatically	Select this checkbox if you want this step to be started automatically when the preceding step in the process is confirmed and closed.	If a step is set to automatically start or confirm, you don't need to manually start or confirm the step in the UI. Daemon will automatically start the step and if there is no error during step execution, the step will be automatically confirmed.
This process step can be confirmed automatically	Select this checkbox if you want this step to be confirmed and closed automatically if the error status is "OK" and the execution status is "In Execution".	
Automatically confirm even if this process step did finish with errors	Select this checkbox if you want this step to be confirmed and closed automatically regardless of the error status.	This checkbox is available only if the checkbox This process step can be confirmed automatically is selected.

7. To display a link on the step overview page in My Processes, choose the [Action](#) tab and assign an action to the step template.
 - a. Choose the value help in the ID field.
The [Step Link](#) dialog box is displayed. The list contains the actions of the category Step.
 - b. Select a step link.
 - c. Press Enter so that the name of the step link is displayed automatically. You can edit the name.
The name is displayed as link text for the step link in the Action section of the step page in My Processes.
 - d. If you have used parameters in your step link, specify the parameter value.

Step Template

ID: ZFT_PYP_V2_MONITORING
Name: Monitoring

Basic Information Parameters Step Automation **Action**

ID: ZEXAMPLE_STEP_LINK Test new step Link
Name:

Parameter	Parameter Name	Value
<input type="checkbox"/>	INFTY	Infotype

A step link is displayed on the step tab in My Processes in the *Action* section.

i Note

The *Action* section with the step link is only visible when the step is status In Progress. If the step is not started yet or is already confirmed, you will not see the Action section or the step link on the step tab.

< Process Steps

Subsequent Activity - Bank Transfer
Week 04

Status Confirmation required Due on Progress 0 / 4 Active step Manual Activity Step Test

MANUAL ACTIVITY STEP TEST CREATE PRE-DME FILE CREATE DME FILE SEND DME FILE

Status 'Manual Activity Step Test' finished. Confirmation is required
[See details](#)

Action [Data Medium Administration](#)

Information This status information reflects the status of the manual activity for this step. Perform the manual activity and accordingly set the status afterwards.

[Notes](#) [Start](#) [Repeat](#) [Confirm](#)

- Choose the Validate icon in the application toolbar to validate your configuration. If needed, make corrections according to validation messages.
- Save the data. You need to enter a development request for saving your entries.

The step template will be transported with the logical transport object PYST with step template ID. All the related tables are specified in the piece list.

Next Steps

If later on you need to make changes to it, you can use the Where-Used List icon in the application toolbar to find a list of objects that are using this step template. Note that some changes take effect immediately, some require manual activities, and some changes are restricted. For more information about making changes to saved objects, see links at the bottom of the page.

After you have configured your step templates, depending on your use case, move on to configure processes or policy and process types in Configuration Workbench.

[Sample Step Templates in Payroll Control Center \[page 604\]](#)

Learn about the list of sample step templates in Payroll Control Center. These sample steps cover the pre-payroll, regular payroll, and post-payroll activities.

[Event Handler \[page 609\]](#)

The event handler identifies automatically relevant master data changes in transaction PA30 and validates these changes against the defined policies by automatically restarting a revalidation process only for the employees with changes.

[Shadow Process \[page 611\]](#)

A payroll process usually involves executing a list of process steps for a large population of employees.

Related Information

[Important Notes for Updating Saved Objects in Configuration Workbench \[page 542\]](#)

16.2.2.6.1 Sample Step Templates in Payroll Control Center

Learn about the list of sample step templates in Payroll Control Center. These sample steps cover the pre-payroll, regular payroll, and post-payroll activities.

The step template represents a business operation step. It can start a report in backend job or just remind that some operations should be done “offline”. There are three types of step templates:

- Asynchronous batch step that starts one or more reports as background jobs.
- Asynchronous manual step that triggers a task to be done offline.
- Synchronous step that starts one or more tasks and returns results immediately.

The template behavior (business logic) depends on its run time class (ABAP class) implementation and the parameter types used for input and result.

i Note

The sample objects in Payroll Control Center are provided for reference. They don't cover all business scenarios. You're recommended to copy from the sample objects and make your own changes based on your needs.

Don't use the sample objects directly, because if you use them directly, later changes by SAP to these predelivered objects cause inconsistency or errors in your system.

Process	Step Template ID	Step Template Name
Generic step template	PYP_V2_ASYNC_BATCH_BASE	<p>Template for Asyn Batch Step (FP3)</p> <p>This step template can be the base for customer steps executing background jobs asynchronously.</p>
Generic step template	PYP_V2_ASYNC_MAN_BASE	<p>Copy Template for Manual Step (FP3)</p> <p>This step template can be the base for customer steps that require some offline activities manually.</p>
Generic step template	PYP_V2_OC_ASYNC_BASE	<p>Template for Asyn Batch Step (Off-Cycle)</p> <p>This step template can be the base for customer steps in off-cycle processes executing background jobs.</p>
	PYP_V2_SYNC_DCT_DATA	<p>Sample Step Template for Decluster Data</p> <p>For information, see Analyzing and Retrieving Declustered Payroll Results [page 738].</p>
(Team) Monitoring payroll	PYP_TSK_INIT_POLICIES	<p>Initiate Policies (Tasklist)</p> <div> <p>i Note</p> <p>This sample step template is delivered to support policies that use validation rules created in Manage Configuration. It's not assigned to sample process types.</p> </div> <p>See Initiate Policies Step for Validation Rules and KPIs from Manage Configuration [page 793].</p>
Productive payroll	PYP_TSK_INIT_POLICIES	<p>Initiate Policies (Tasklist)</p> <div> <p>i Note</p> <p>This sample step template is delivered to support policies that use validation rules created in Manage Configuration. It's not assigned to sample process types.</p> </div> <p>See Initiate Policies Step for Validation Rules and KPIs from Manage Configuration [page 793].</p>

Process	Step Template ID	Step Template Name
(Team) Monitoring payroll	PYP_V2_INIT_POLICIES	Initiate Policies See Initiate Policies Step for Validation Rules from Configuration Workbench [page 794] .
(Team) Monitoring payroll	PYP_V2_MONITORING	Monitoring
(Team) Monitoring payroll	PYP_V2_RUN_PAYROLL_TEST	Create Test Payroll Data

Process	Step Template ID	Step Template Name
(Team) Monitoring payroll	PYP_V2_SIMULATE_POSTING	Simulate Posting Run
		<p>i Note</p> <p>If business function <i>Payroll Control Center: Storage of Test Payroll Results in Cluster Tables</i> (HCM_LOC_CI_110) is activated, this step template is enhanced to support monitoring payroll processes and team monitoring processes in addition to productive payroll processes.</p> <p>In monitoring and team monitoring payroll processes, test payroll is executed, and test payroll results are stored. Validation rules and analytics are defined to check the test payroll results. The payroll process manager or administrator can find payroll issues earlier and repeat the monitoring process at any time before the productive payroll is needed.</p> <p>This step template is added to <i>Sample Process Type for US Monitoring Process</i> (PY10_EX_PYP_TYPE). Employees rejected in this step are reported by sample validation rule <i>Post Simulation Rejected Employees</i> (PYC_SAMPLE_SIM_POSTING_REJ_EES).</p>
Productive payroll	PYP_V2_OPEN_PAYROLL	Start Payroll
Productive payroll	PYP_V2_RUN_PAYROLL	Run Payroll
Productive payroll	PYP_V2_SIMULATE_POSTING	Simulate Posting Run

Process	Step Template ID	Step Template Name
Productive payroll	PYP_V2_INIT_POLICIES	Initiate Policies See Initiate Policies Step for Validation Rules from Configuration Workbench [page 794] .
Productive payroll	PYP_V2_MONITORING	Monitoring
Productive payroll	PYP_V2_CLOSE_PAYROLL	End Payroll
Pay Slip	PYP_V2_ST_PRE_PAYSLIP	Create Pay slip
Pay Slip	PYP_V2_ST_PRINT_PAYSLIP	Print Pay Slip
Posting	PYP_V2_POST_DOC	Create Posting Document
Posting	PYP_V2_REL_POST_DOC	Release Posting Document
Posting	PYP_V2_TRANSFER_POST_DOC	Transfer Posting Document
Bank transfer	PYP_V2_ST_PRE_DME_PROC	Create Pre-DME File
Bank transfer	PYP_V2_ST_CREATE_DME	Create DME File
Bank transfer	PYP_V2_ST_SEND_DME	Send DME File
Planned off-cycle: productive payroll	PYP_V2_OC_RUN_PAYROLL	Run Payroll (Off-cycle)
Planned off-cycle: productive payroll	PYP_V2_OC_SIMULATE_POSTING	Posting Simulation (Off-Cycle)
Planned off-cycle: productive payroll	PYP_V2_INIT_POLICIES	Initiate Policies
Planned off-cycle: productive payroll	PYP_V2_MONITORING	Monitoring
Planned off-cycle: pay slip	PYP_V2_OC_PREPARE_PAYSLIP	Create Pay Slip (Off-Cycle)
Planned off-cycle: pay slip	PYP_V2_ST_PRINT_PAYSLIP	Print Pay Slip
Planned off-cycle: posting	PYP_V2_OC_CREATE_POST_DOC	Create Posting Documents (Off-Cycle)
Planned off-cycle: posting	PYP_V2_OC_RELEASE_POST_DOC	Release Posting Document (Off-Cycle)
Planned off-cycle: posting	PYP_V2_OC_TRANSFER_POST_DOC	Transfer Posting Document (Off-Cycle)
Planned off-cycle: bank transfer	PYP_V2_OC_CREATE_PRE_DME	Create Pre-DME File (Off-Cycle)
Planned off-cycle: bank transfer	PYP_V2_OC_CREATE_DME	Create DME File (Off-Cycle)
Planned off-cycle: bank transfer	PYP_V2_ST_SEND_DME	Send DME File
Ad hoc off-cycle: subsequent activities	PYP_V2_OC_CREATE_POST_DOC	Create Posting Documents (Off-Cycle)

Process	Step Template ID	Step Template Name
Ad hoc off-cycle: subsequent activities	PYP_V2_OC_RELEASE_POST_DOC	Release Posting Document (Off-Cycle)
Ad hoc off-cycle: subsequent activities	PYP_V2_OC_TRANSFER_POST_DOC	Transfer Posting Document (Off-Cycle)
Ad hoc off-cycle: subsequent activities	PYP_V2_OC_PREPARE_PAYSLIP	Create Pay Slip (Off-Cycle)
Ad hoc off-cycle: subsequent activities	PYP_V2_ST_PRINT_PAYSLIP	Print Pay Slip
Ad hoc off-cycle: subsequent activities	PYP_V2_OC_CREATE_PRE_DME	Create Pre-DME File (Off-Cycle)
Ad hoc off-cycle: subsequent activities	PYP_V2_OC_CREATE_DME	Create DME File (Off-Cycle)
Ad hoc off-cycle: subsequent activities	PYP_V2_ST_SEND_DME	Send DME File

16.2.2.6.2 Event Handler

The event handler identifies automatically relevant master data changes in transaction PA30 and validates these changes against the defined policies by automatically restarting a revalidation process only for the employees with changes.

The event handler function consists of the following two main parts:

- Event handler table `PYC_D_EHI`
Records as an event handler item each employee with personnel master data changes in infotypes after payroll has been run.
- Event Handler Report `PYC_EVENT_HANDLER`
Finds the event handler items for each active ("In Execution") monitoring process instance and creates shadow processes for relevant event handler items to do the validation again. You use this report to generate shadow processes for employees with master data changes.

Integration

The shadow processes are asynchronously started by the daemon job `PYD_DAE_PROCESS`. The recurrence of the daemon job is defined in the **Admin Transaction Report** (`PYC_ADMIN_TRANSACTION`).

You can also use transaction SM37 to execute the shadow processes. The details of the execution result of the shadow processes are provided in report `PYC_SUPPORT_ANALYZE_PI_002`.

Prerequisites

In order for the event handler function to work, the following conditions must be met:

- If you use Configuration Workbench to set up Payroll Control Center:
 - You have enabled event handler for the monitoring or team monitoring process in the [Event Handler](#) tab page of the process in Configuration Workbench.
 - You have specified the check relevance logic in the [Event Handler](#) tab page of the process in Configuration Workbench.
- If you have used Customizing activities to set up Payroll Control Center:
 - Event handler run time class has been specified for the monitoring or team monitoring process template in Customizing activity **Define Process Templates** under Customizing for **Payroll**: [▶ International](#) [▶ Payroll Control Center](#) [▶ Payroll Process Management](#) [▶](#).
 - Event handler has been enabled for the monitoring or team monitoring process in Customizing activity **Define Processes** under Customizing for **Payroll**: [▶ International](#) [▶ Payroll Control Center](#) [▶ Payroll Process Management](#) [▶](#).

Event Handler Workflow

The event handler works in the following process:

1. Employee master data are changed in transaction PA30 after payroll has been run.
2. Each employee with master data changes is recorded as an event handler item in the Event Handler table PYC_D_EHI. Each event handler item records, among other things, the following information:
 - Key
 - Process Instance ID:
 - Time Stamp when the master data is changed
 - PAR_TYPE: Typically result parameter type PERNR
 - ID: Typically personnel number for employees whose master data is changed in PA30
3. The [Event Handler Report](#) (PYC_EVENT_HANDLER) finds the event handler items (in the event handler table) for each individual process instance and creates a shadow processes to do the validation again:
 - It picks up all event handler items from the Event Handler table PYC_D_EHI.
 - It checks which event handler items are relevant to the currently active ("[In Execution](#)") monitoring process for the specified processes and whether the monitoring step of the monitoring process has been started.
 - If yes, it creates the shadow process for relevant event handler items for each active monitoring process.

i Note

You can schedule this report to run regularly for a process as a batch job.

4. The shadow processes will be asynchronously started by the daemon job PYD_DAE_PROCESS, the recurrence of which is defined in the **Admin Transaction Report** (PYC_ADMIN_TRANSACTION). Each shadow process will include the following steps:
 - Initiate Policies
 - Monitoring

- Steps templates that provide data for validation rules.
5. You can check the details of execution result of the shadow processes in report `PYC_SUPPORT_ANALYZE_PI_002`.

16.2.2.6.3 Shadow Process

A payroll process usually involves executing a list of process steps for a large population of employees.

- The list of process steps and their execution sequence is defined in the process.
- The selection of employees is defined by selection type and value (usually payroll area).

After the first execution of a payroll process for the whole collection of employees, there are cases in which the process or part of the process needs to be executed for a subset of employee selections. And the results (such as alerts and analytics) of such partial execution are updated to the process. Technically, we refer to this type of execution as a shadow process.

The shadow process can be used in the following scenarios in the standard delivery of Payroll Control Center:

Scenario	Shadow Type	Comments
Repeat Run Payroll (or test payroll) step for erroneous employees (that is, employees with alerts detected by the Initiate Policies step)	DS (Deviation Selection)	<p>In monitoring (including monitoring and team monitoring) and productive payroll (including regular and off-cycle) processes, alerts are detected in Initiate Policies step. As a result, Initiate Policies step also registers the employees with alerts as “erroneous”.</p> <p>When the payroll process manager tries to repeat and start the Run Test Payroll (or Run Payroll) step, the options for executing the step for all employees or for erroneous employees are displayed. If the payroll process manager chooses to run the step for erroneous employees, payroll is only executed for the subset of selection.</p> <p>This feature reduces the run time by excluding unnecessary payroll calculations.</p>

Scenario	Shadow Type	Comments
During the monitoring step, execute the process for employees with master data change	EH (Event Handler)	<p>Throughout monitoring and team monitoring payroll processes, master data changes are allowed all the time. Once the process is at the Monitoring step, if the alert entity (previously called alert type) refers to an employee, any employee with master data changes in Infotype Framework is logged as an event handler item.</p> <p>In the <i>Admin Transaction Report</i> (PYC_ADMIN_TRANSACTION) of Payroll Control Center, a recurrence of event handler process can be scheduled. The event handler process picks up the unprocessed event handler items and creates an asynchronous shadow process.</p> <ul style="list-style-type: none"> • All the steps before the Monitoring step that support execution for a subset of selection (deviation selection) are included in the shadow process. • The subset of selection is set as the relevant unprocessed event handler items. <div style="border: 1px solid #0070c0; padding: 10px; margin: 10px 0;"> <p>i Note</p> <p>You can define a class to check what are the relevant unprocessed event handler items and assign the class to monitoring and team monitoring processes when you create or configure these processes.</p> </div> <ul style="list-style-type: none"> • All the validation rules and analytics are executed for the subset of selection.
Validate an alert in My Alerts application	RC (Recheck /Validate)	<p>During monitoring and team monitoring payroll processes, alerts are assigned to payroll administrator. After analyzing and correcting the relevant data, the payroll administrator can do an online validation by choosing the Validate button on the alert page.</p> <p>This validation is a synchronous shadow process. It includes the validation rules that have detected the current alert:</p> <ul style="list-style-type: none"> • If the validation rule requires data provided by a certain process step that precedes the Initiate Policies step, then the step is included into the shadow process. For information about the configuration of validation rules, see links at the bottom of the page. • Initiate Policies step is always included in the shadow process. • Initiate Policies step only executes the current validation rule for the employee identified by the alert.

Related Information

[Configuring Validation Rules in Configuration Workbench \[page 579\]](#)

[Configuring Process Types \[page 616\]](#)

[Create Payroll Processes \[page 627\]](#)

16.2.2.7 Policies and Processes

A policy groups validation rules according to your business needs, so that they can later on be assigned to a payroll process. A payroll process groups the different payroll activities of a payroll process, such as running payroll, checking payroll results, updating master data, and rerun payroll.

You define policies and processes based on the business needs. There are different ways of configuring policies and payroll processes:

Options	Process	Prerequisite
(Recommended) Use the Simplified Configuration function	<ol style="list-style-type: none"> 1. Use Configuration Workbench to create policy types and process types. This needs to be done by a technical user in the development system and transported to the test and production system. See (Recommended) Option A: Configure Policy Types and Process Types in Configuration Workbench [page 613]. 2. Use Policy Configuration to create policies based on policy types. This can be done by a technical user in the development system and transported to the test and production system, or by a business user in the production system directly. See Creating Policies in Manage Policies [page 765]. 3. Use Process Configuration to create process based on process types. This can be done by a technical user in the development system and transported to the test and production system, or by a business user in the production system directly. See Creating Payroll Processes in Manage Processes [page 767]. 	Business function Payroll Control Center Simplified Configuration (HCM_LOC_CI_92) is activated using transaction SFW5.
No Simplified Configuration	<ol style="list-style-type: none"> 1. Use Configuration Workbench to create policies and processes. This needs to be done by a technical user in the development system and transported to the test and production system. 2. Use the Generate Process Instances (PYC_GENERATE_PROC_INSTANCE) report to generate process recurrences. This needs to be done in the production system. See Option B: Create Policies and Processes in Configuration Workbench [page 624]. 	Business function HCM_LOC_CI_92 is not activated.

16.2.2.7.1 (Recommended) Option A: Configure Policy Types and Process Types in Configuration Workbench

A policy type collects the relevant context (for example, country/region) for a group of policies. A process type collects the relevant technical context (for example, selection type, recurrence type, steps, and the program or

variant for some of the steps) for defining a process. Policy types and process types are needed if you want policies and processes to be created by a business user based on business needs in the production system.

1. [Configuring Policy Types \[page 614\]](#)
Configure policy types so that they can later on be used to create policies in Manage Policies application in the production system.
2. [Configuring Process Types \[page 616\]](#)
Configure process types so that they can later on be used to create processes in Manage Processes application in the production system.

16.2.2.7.1.1 Configuring Policy Types

Configure policy types so that they can later on be used to create policies in Manage Policies application in the production system.

Prerequisites

- You have completed the initial setup. See [Activating Configuration Workbench for Payroll Control Center \[page 391\]](#).
- You have the authorization to edit objects in Configuration Workbench. See [Authorization for Configuration Workbench User \[page 687\]](#).
- To configure policy types in Configuration Workbench, business function *Payroll Control Center Simplified Configuration* (HCM_LOC_CI_92) must be activated.

Procedure

1. In the Employee Central Payroll system, access Configuration Workbench.

In SAP Easy Access menu, choose ► [Human Resources](#) ► [Payroll](#) ► [International](#) ► [Tools](#) ► [Payroll Control Center](#) ► [Configuration Workbench](#) ► (transaction code `PYC_CONF_WB`).
2. Switch to the edit mode by choosing the Display/Change icon in the application toolbar.
3. In the left panel, choose [Policy Type](#) from the dropdown list and do one of the following to create a new policy type:
 - (Recommended) Copy a standard or existing policy type.
To do so, double-click a standard or existing policy type that you want to copy from, choose the Copy icon in the application toolbar, enter a unique ID for the new policy type, and then choose [Continue](#).
All the attributes and values, except for the ID, of the original policy type are copied to the new policy type.
 - You can also create a new policy type from scratch.
To do so, choose the Create icon in the application toolbar, enter a unique ID and a name for the new policy type, and then choose [Continue](#).

4. Create a policy type and specify the following attributes:

Field / Checkbox	Action	Comments
Policy Type Name	Enter a name for the policy type.	--
Country/Region	Choose the country or region for which this policy type is applicable.	--

Use validation rules created from Manage Configuration application

This checkbox is displayed if business function *Payroll Control Center: Manage Configuration (Validation Rules and KPIs)* (HCM_LOC_CI_109) is activated.

Define whether policies created from this policy type consist of validation rules created (based on validation rule types) using the Manage Configuration application.

- If you don't use Manage Configuration, or if you don't want to use the validation rules created in Manage Configuration in policies created using this policy type, do not select this checkbox.
- If you select this checkbox, when a user creates policies based on this policy type in Manage Policies, only the validation rules created in the Manage Configuration application can be assigned.

Note

Once the object is saved, you cannot change this field.

5. Choose the Validate icon in the application toolbar to validate your configuration. If needed, make corrections according to validation messages.
6. Save the data. You need to enter a development request for saving your entries.

The policy type is saved in the request.

Next Steps

The policy types will later be used to create policies in the Manage Policies application. After you create policy types, accordingly you need to configure process types.

If later on you need to make changes to the policy type, you can use the Where-Used List icon in the application toolbar to find a list of objects that are using this policy type. Note that some changes take effect immediately, some require manual activities, and some changes are restricted. For more information about making changes to saved objects, see links at the bottom of the page.

Task overview: [\(Recommended\) Option A: Configure Policy Types and Process Types in Configuration Workbench \[page 613\]](#)

Next task: [Configuring Process Types \[page 616\]](#)

Related Information

[Important Notes for Updating Saved Objects in Configuration Workbench \[page 542\]](#)

16.2.2.7.1.2 Configuring Process Types

Configure process types so that they can later on be used to create processes in Manage Processes application in the production system.

Prerequisites

- To configure process types in Configuration Workbench, business function *Payroll Control Center Simplified Configuration* (HCM_LOC_CI_92) must be activated.
- You have configured step templates in Configuration Workbench. See [Configuring Step Templates \[page 599\]](#).
- To create ad hoc off-cycle payroll process types, you've completed the Customizing activities under Customizing for ► *Payroll* ► *Payroll: Internal* ► *Payroll Control Center* ► *Ad Hoc Off-Cycle Payroll* ►.

Context

A process type collects the relevant technical context for defining a process, such as the following:

- Process type details, for example, selection type and recurrence type
- Process steps and step context
- Configuration specific to process categories
 - Event handler for monitoring and team monitoring process.
 - Team dimension for team monitoring process.
 - Off-cycle selection for planned off-cycle - productive payroll process.
 - Policy types for monitoring and productive payroll processes, including monitoring, team monitoring, productive and planned off-cycle - productive payroll processes.

Procedure

1. In the Employee Central Payroll system, access Configuration Workbench.

In SAP Easy Access menu, choose ► *Human Resources* ► *Payroll* ► *International* ► *Tools* ► *Payroll Control Center* ► *Configuration Workbench* ►.

2. Switch to the edit mode by choosing the Display/Change icon in the application toolbar.

3. In the left panel, choose [Process Type](#) from the dropdown list and do one of the following to create a new process type:
 - (Recommended) Copy a standard or existing process type.
To do so, double-click a standard or existing process type that you want to copy from, choose the Copy icon in the application toolbar, enter a unique ID for the new process type, and then choose [Continue](#). All the attributes and values, except for the ID, of the original process type are copied to the new process type.
 - You can also create a new process type from scratch.
To do so, choose the Create icon in the application toolbar, enter a unique ID and a name for the new process type, and then choose [Continue](#).
4. Choose the [Basic Information](#) tab and configure basic information of the process.

Field/Checkbox	Action	Comments
Name	Enter a name for the process type.	This text is displayed in the Manage Processes application.
Country/Region	Choose the country or region for which this process type is applicable.	--
Category	Choose the category of the process type.	Based on the category you choose, different tabs are displayed. For information about the process categories, see Process Categories [page 363] .
<div> <div>i Note</div> <p>The process category impacts the behavior of some step templates. For example, the Run Payroll step in a "Monitoring" process (that is, a process of category Monitoring) only creates test results. And the same step in a "Productive Payroll" process (that is, a process of category Productive Payroll) creates real results.</p> </div>		
Authorization Prefix	Enter an authorization prefix. Up to four characters are allowed.	The authorization prefix is combined with the process ID to form an authorization ID. The authorization ID is used to grant authorization for the payroll process in the relevant authorization object. Authorization prefix and process category can't be changed once you save the process in Configuration Workbench.P_PYD_INST. For information about setting up authorization in Payroll Control Center, see Setting Up Authorization for Payroll Control Center [page 674] .

Field/Checkbox	Action	Comments
Selection Type	Choose which type of entity this payroll process is for. A typical selection type is ABKRS (Payroll Area), which means that this payroll process is for one or more payroll areas.	<p>Possible options are parameters that are allowed for input and have the same country/region as the process.</p> <p>You need to specify the value for the selection type on the Selections tab. For example, if you choose ABKRS (Payroll Area) as selection type, you'll later on need to specify which payroll areas on the Selections tab.</p>
Period Parameter	Specify a period parameter if the selection type for the process type is Payroll Area.	<p>The period parameter is PERMO (Period Modifier) in the system and the possible options are the work areas in table T549Q.</p> <p>Each period parameter points to the payroll areas that have the same payroll run frequency, starting and ending date of a payroll period. As a result, when a user creates payroll processes in Manage Processes application, the user can choose from payroll areas of the specified PERMO.</p>
Recurrence Type	<p>Specify the type of recurrence for the payroll process.</p> <ul style="list-style-type: none"> For regular processes, including monitoring, team monitoring, productive payroll, and Others processes, a typical recurrence type is PERIOD (Payroll Period). For off-cycle processes, including planned off-cycle productive payroll, planned off-cycle others, and ad-hoc off-cycle processes, a typical recurrence type is BONDT (Off-cycle payroll payment date). 	<p>Possible options are parameters that are allowed for input and for time selection. There are no country/region restrictions for recurrence type in the current release.</p>
Contacts Group	Choose an administrator group, which combines all administrators who are responsible for one organizational area in personnel administration or recruitment.	<p>The values in the value help come from table T526.</p> <p>The value you select determines the system administrator user list that is displayed on the Contacts tab of each non-monitoring step in My Processes.</p>

Use validation rules and KPIs created from Manage Configuration application

This checkbox is displayed if business function *Payroll Control Center: Manage Configuration (Validation Rules and KPIs)* (HCM_LOC_CI_109) is activated.

Define whether processes created from this process type consist of validation rules and KPIs created using the Manage Configuration application.

i Note

Once the object is saved, you cannot change this field.

This checkbox is only relevant for the following process categories:

- Monitoring
- Team Monitoring
- Productive Payroll
- Planned Off-Cycle: Productive Payroll

If this checkbox is selected,

- On the *Policy Types* tab, you can assign only the policy types that use validation rules created in Manage Configuration.
- When a user creates processes based on this process type in Manage Processes, the user can assign only the analytics that use the KPIs created in Manage Configuration.

5. Choose the *Steps* tab and specify which steps compose the payroll process.

i Note

- For **productive payroll** and **planned off-cycle - productive payroll** process types, typically assign the Run Payroll step and optionally the Monitoring step.
- For **ad hoc off-cycle**, **others**, and **planned off-cycle - others** process types, assign only the subsequent activities to the ad hoc off-cycle payroll process, such as Create Posting Documents (Off-Cycle), Release Posting Document (Off-Cycle), and Transfer Posting Document (Off-Cycle). Make sure that there's no run payroll step or monitoring step in the process.

There are two ways to assign process steps to the process type: You can manually assign process steps to the process type by using the Insert Row icon. Alternatively, you can import process steps from another process type of the same category and the same country/region.

→ Tip

You can refer to the sample process types delivered by SAP for step assignment and step configuration (such as program and variant). For information about process types in standard delivery, see [Sample Process Types in Payroll Control Center \[page 717\]](#).

Option	Procedure
Manually assign process steps to the process type	<ol style="list-style-type: none"> 1. Choose the Insert Row icon. 2. In the pop-up dialog box, select one or more steps and then choose Continue. 3. Adjust the step sequence in the payroll process by using the upward and downward arrows on the right side of the table. 4. Double-click a step to see its configuration. If according to the step template configuration, a parameter (for example, program and program variant) requires a fixed value, specify the parameter value here. In the step template configuration, a parameter that is marked as Mandatory requires a fixed value. Accordingly, in the process configuration, this mandatory parameter is indicated by the parameter being displayed in bold font.
Import process steps from another process type	<ol style="list-style-type: none"> 1. Choose the Import icon. In the pop-up dialog box, all existing process types of the same category and the same country/region as the current process type are displayed. 2. Select one or more process types and then choose Continue. 3. Adjust the step sequence in the process type using the upward and downward arrows on the right side of the table. 4. Double-click a step to see its configuration. If according to the step template configuration, a parameter (for example, program and program variant) requires a fixed value, specify the parameter value here. In the step template configuration, a parameter that is marked as Mandatory requires a fixed value. Accordingly, in the process type configuration, this mandatory parameter is indicated by the parameter being displayed in bold font.

❖ Example

Field / Checkbox	Action	Comments
Job size for parallel execution (PYP_INTERVAL)	<p>Only relevant for the Initiate Policies step and the Run Payroll step. Enter an integer number.</p> <ul style="list-style-type: none"> • For the Initiate Policies step, the value of this field represents the number of KPIs or validation rules included in each job. • For the Run Payroll step, the value of this field means the number of employees included in each job. 	For example, if job size is set as 10 for the Run Payroll step, and 50 employees need to run payroll, then Payroll Control Center submits 5 parallel batch jobs to run payroll and each job contains 10 employees. This is designed to improve the performance when running payroll for a large number of employees.
ABAP Program (PROGRAM)	Specify the HR Program to be executed. For example, China's payroll driver program HCNALC0.	This parameter value is checked to determine whether the program exists.

Field / Checkbox	Action	Comments
ABAP Program Variant (VARIANT)	Specify a variant saved in the program.	<p>This parameter value is checked to determine whether the variant exists for the specified program.</p> <p>i Note</p> <p>For the step Create Test Payroll Data (PYP_V2_RUN_PAYROLL_TEST in the standard delivery) in monitoring and team monitoring processes, make sure that in the program variant the checkbox <i>Test run (no update)</i> is NOT selected for the payroll driver.</p> <p>If this checkbox is selected, the test payroll results can't be saved to the database.</p>
Selection screen parameter (PYP_SELNAME)	Only relevant for the Initiate Policies step. Set the field value to SO_INST.	This field is used together with the "Job size for parallel execution" field and tells the Initiate Policies step which selection screen field can receive a list of restricted instances (validation rules instances) to be executed for parallel execution.

6. (For **planned off-cycle - productive payroll** process types only) Choose the *Off-Cycle Selection* tab and specify the value of the selection type.

The selection runtime class reads infotype 0267 and selects a list of employees for the off-cycle process.

Field/Checkbox	Action	Comments
Selection Logic	Enter an existing class as the logic for selecting employees included in the planned off-cycle productive payroll process.	<p>You can build a new class in transaction SE24 (Class Builder). The rule logic must inherit from base class CL_PYC_SELECTION_OC_RT (<i>Off-Cycle Selection Runtime</i>).</p> <p>This class selects employees that meet the conditions for Process Off-Cycle Reason and Pay Date in infotype 0267 records.</p>

7. (For **monitoring**, **team monitoring**, **productive payroll**, and **planned off-cycle - productive payroll** processes) Choose the *Policy Types* tab and assign policy types to the process type.

1. Choose the Insert Row icon.
2. In the pop-up dialog box, select one or more policy types and then choose *Continue*.

When the user creates a process using the Manage Processes application, the list of policies that can be assigned to that process depends on the policy types assigned to the process type and the policy types with the same country/region grouping as the process type.

8. (For **monitoring** and **team monitoring** process types only) Choose the *Event Handler* tab and specify whether the process type supports Event Handler function.

Alert Operation	Action	Comments
Event Handler Enabled	If this checkbox is selected, when the payroll process manager executes the test payroll step, if the step has been executed before, the system prompts a dialog box asking whether to open all the payroll control records or open the erroneous payroll control records only.	Throughout monitoring and team monitoring payroll processes, master data changes are allowed all the time. Once the process is at the Monitoring step, if the alert entity (previously called alert type) refers to an employee, any employee with master data changes in Info-type Framework is logged as an event handler item. The event handler picks up unprocessed event handler items and creates an asynchronous shadow process. For more information about the event handler, see Event Handler [page 609] .
Relevance Check Logic	Enter an existing class. This class specifies what types of master data changes require a revalidation.	The default class for the event handler is CL_PYC_EHI_RELE_CHECK_DEF. It can be used if the instance selection parameter for the process template is ABKRS (Payroll Area) and the event handler item is Personnel Number. It finds out which event handler item (PERNR) is relevant to a given process. If you want to use your own class in transaction SE24, make sure that the class implements the interface IF_PYC_EHI_RELEVANCE_CHECK and the method GET_PI_RELEVANT_EHI_LIST.

9. (For **team monitoring** process types only) Choose the *Team Dimensions* tab and specify the criteria according to which teams are to be set up.
 1. Choose the Insert Row icon.
 2. In the pop-up dialog box, select one or more parameters that you want to use as a team dimension and then choose *Continue*.
Possible team dimensions come from table PYC_D_TMDI_DE (predelivered by SAP) and table PA0001 (custom fields of SAP and customers from Infotype 0001 that have been registered in Customizing activity *Register Fields of Infotype 0001 as Allowed Team Dimensions* under Customizing for ► *Payroll International* ► *Payroll Control Center* ► *General Settings* ►).
 3. If needed, adjust the position of the team dimensions by using the upward and downward arrows on the right side of the table.

The selected team dimensions are displayed in sequence in the Manage Teams application of Payroll Control Center. The authorized business user, for example, an HR manager, can then use the Manage Teams application to set up teams for handling alerts of the team monitoring process by specifying the value of each team dimension.

10. Choose the Validate icon in the application toolbar to validate your configuration. If needed, make corrections according to validation messages.
11. Save the data. You need to enter a development request for saving and transporting your entries.

The process type is saved in the request.

Next Steps

After you have configured policy types and process types, you need to you need to create policies and processes using Policy Configuration and Process Configuration. See [Creating Policies in Manage Policies \[page 765\]](#) and [Creating Payroll Processes in Manage Processes \[page 767\]](#).

i Note

If later on you need to update the process type, you can use the Where-Used List icon in the application toolbar to find a list of objects that are using this process type. Note that some changes take effect immediately, some require manual activities, and some changes are restricted. For more information about updating saved objects, see [Important Notes for Updating Saved Objects in Configuration Workbench \[page 542\]](#).

Task overview: [\(Recommended\) Option A: Configure Policy Types and Process Types in Configuration Workbench \[page 613\]](#)

Previous task: [Configuring Policy Types \[page 614\]](#)

16.2.2.7.1.2.1 Sample Process Types in Payroll Control Center

Learn about the sample process types for different process categories in Payroll Control Center. You can refer to the step assignment, step configuration (parameters, programs, and variants), and policy type assignment in the standard delivery if you create your own process types.

Sample Process Type

PY10_EX_PYP_TYPE - Monitoring (US)

i Note

If you want to use this process type, make sure that business function [Payroll Control Center: Storage of Test Payroll Results in Cluster Tables](#) (HCM_LOC_CI_110) is activated. Otherwise, the posting simulation step in the process type will not work.

PY99_EX_PYP_TYPE_TM - Team Monitoring (International)

i Note

If you want to use this process type, make sure that business function [Payroll Control Center: Storage of Test Payroll Results in Cluster Tables](#) (HCM_LOC_CI_110) is activated. Otherwise, the posting simulation step in the process type will not work.

PY10_EX_PYP_TYPE_PROD - Regular Productive (US)

PY10_EX_PYP_TYPE_PO - Planned Off-cycle - Productive Payroll (US)

PY10_EX_PYP_TYPE_OO - Planned Off-cycle - subsequent Posting (US)

16.2.2.7.2 Option B: Create Policies and Processes in Configuration Workbench

Policies and processes can be created either in the simplified configuration function by using the Policy Configuration and Process Configuration applications in the production system or using Configuration Workbench in the development system. Learn how to configure policies and processes in Configuration Workbench.

Note

It's recommended that your policies and processes be created in Manage Policies and Manage Processes applications of the business function *Payroll Control Center Simplified Configuration* (HCM_LOC_CI_92) rather than in Configuration Workbench.

1. [Creating Policies in Configuration Workbench \[page 624\]](#)

A policy groups validation rules according to your business needs, so that they can later on be assigned to a payroll process. A business user can create policies in Manage Policies application (in the production system) after Payroll Control Center has been set up. Alternatively, you can create policies in Configuration Workbench (in the development system). This topic provides instructions about how to configure policies by using Configuration Workbench.

2. [Create Payroll Processes \[page 627\]](#)

A process groups defines the sequence of all steps that are required to execute payroll and all related activities (for example, legal reporting) for a specific entity.

3. [Generating Recurrences of Payroll Processes \[page 672\]](#)

If you have configured processes in Configuration Workbench, then you need to generate recurrences of payroll processes by using the *Generate Process Instances* (PYC_PROCESS_INSTANCES) report.

Related Information

[\(Recommended\) Configure Payroll Control Center Using Manage Configuration and Configuration Workbench \[page 386\]](#)

16.2.2.7.2.1 Creating Policies in Configuration Workbench

A policy groups validation rules according to your business needs, so that they can later on be assigned to a payroll process. A business user can create policies in Manage Policies application (in the production system) after Payroll Control Center has been set up. Alternatively, you can create policies in Configuration Workbench (in

the development system). This topic provides instructions about how to configure policies by using Configuration Workbench.

Prerequisites

You have configured validation rules in Configuration Workbench.

It is recommended that your policies be created in Manage Policies application (by a business user in the production system) rather than in Configuration Workbench (by a technical user in the development system). However, if you decide to configure policies in Configuration Workbench, make sure that business function *Payroll Control Center Simplified Configuration* (HCM_LOC_CI_92) is NOT activated.

Context

Policies created in Manage Policies application are read-only in Configuration Workbench. If you want your policies to be created in Manage Policies application rather than in Configuration Workbench, you need to define policy types. See [Configuring Policy Types \[page 614\]](#).

⚠ Caution

In any case, don't have policies and processes created both from Configuration Workbench (in the development system) and from Manage Policies and Manage Processes applications (in the production system). Create policies and processes either in Configuration Workbench or by using the Manage Policies and Manage Processes applications. Otherwise, inconsistency occurs.

If you are unsure about how to decide, see Configuration Workflow for New Customers and Configuration Workflow for Existing Customers in [Configure Payroll Control Center in Configuration Workbench \[page 522\]](#).

Procedure

1. In the Employee Central Payroll system, access Configuration Workbench.

In SAP Easy Access menu, choose ► *Human Resources* ► *Payroll* ► *International* ► *Tools* ► *Payroll Control Center* ► *Configuration Workbench* ► (transaction code PYC_CONF_WB).

2. Switch to the edit mode by choosing the Display/Change icon in the application toolbar.
3. In the left panel, choose *Policy* from the dropdown list and do one of the following to create a new policy:
 - (Recommended) Copy a standard or existing policy.
To do so, double-click a standard or existing policy that you want to copy from, choose the Copy icon in the application toolbar, enter a unique ID for the new policy, and then choose *Continue*.
All the attributes and values, except for the ID, of the original policy are copied to the new policy.
 - You can also create a new policy from scratch.
To do so, choose the Create icon in the application toolbar, enter a unique ID and a name for the new policy, and then choose *Continue*.

4. Choose the [Basic Information](#) tab and configure basic information of the policy.

Field / Checkbox	Action	Comments
Name	Enter a name for the policy.	--
Country/Region	Choose the country or region for which this policy is applicable.	The policy can only contain validation rules that have the same country/region attribute or that are for all countries and regions.
Use validation rules created from Manage Configuration application	<p>This checkbox is displayed if business function Payroll Control Center: Manage Configuration (Validation Rules and KPIs) (HCM_LOC_CI_109) is activated.</p> <p>Define whether this policy consists of validation rules created (based on validation rule types) using the Manage Configuration application.</p>	<p>If you select this checkbox, on the Validation Rules tab of the policy, you can select and assign only the validation rules created in Manage Configuration application.</p> <p>Once saved, you cannot change this field.</p>

5. Choose the [Validation Rules](#) tab and group validation rules into the policy.
1. Choose the Insert Row icon.
 2. In the [Validation Rules](#) dialog box, select one or more validation rules and then choose [Continue](#).
 3. You can adjust the position of the validation rules by using the upward and downward arrows on the right side of the table.
6. Choose the Validate icon in the application toolbar to validate your configuration. If needed, make corrections according to validation messages.
7. Save the data. You need to enter a development request for saving your entries.
- The policy is saved in the request.

Next Steps

If later on you need to make changes to it, you can use the Where-Used List icon in the application toolbar to find a list of objects that are using this policy. Note that some changes take effect immediately, some require manual activities, and some changes are restricted. For more information about making changes to saved objects, see links at the bottom of the page.

Move on to configure processes.

Task overview: [Option B: Create Policies and Processes in Configuration Workbench \[page 624\]](#)

Next: [Create Payroll Processes \[page 627\]](#)

Related Information

[Important Notes for Updating Saved Objects in Configuration Workbench \[page 542\]](#)

16.2.2.7.2.2 Create Payroll Processes

A process group defines the sequence of all steps that are required to execute payroll and all related activities (for example, legal reporting) for a specific entity.

Depending on the different steps included in a payroll process (for example, whether a process contains productive payroll run or whether a process consists of subsequent activities **after** productive payroll run), payroll processes are divided into different categories. Configuration for processes of different categories are different.

Therefore, it is very important that you get familiar with the process categories and what payroll activities are included in each process category. For information about process categories, see links at the bottom of the page.

i Note

You can create processes in Configuration Workbench (in the development system). Alternatively, a business user can create processes in Manage Processes application (in the production system) after Payroll Control Center has been set up. Processes created in Manage Processes application are read-only in Configuration Workbench.

If you want your processes to be created in Manage Processes application (in the production system by a business user) rather than in Configuration Workbench, you need to define process types. See [Configuring Process Types \[page 616\]](#).

[Creating Monitoring Processes \[page 628\]](#)

Monitoring processes are executed **before** the productive payroll run in order to be able to detect issues with master data and simulation payroll data as early as possible, so that a productive payroll can be run later with the fewest issues or alerts. This topic provides instructions about how to configure a monitoring process by using Configuration Workbench.

[Creating Team Monitoring Processes \[page 635\]](#)

A team monitoring process is a special type of monitoring process. With team monitoring processes, teams can be set up with one or more team leads and team members to facilitate team collaboration. Alerts are automatically distributed to teams based on the predefined team criteria, and the team lead further assigns the alerts to the team members. Learn how to configure a team monitoring process by using Configuration Workbench.

[Creating Productive Payroll Processes \[page 643\]](#)

After a monitoring process has been executed in order to detect issues with master data and simulation payroll data as early as possible, a productive payroll is run later with the fewest issues or alerts. Learn how to configure a productive payroll process by using Configuration Workbench.

[Creating Other Processes \[page 649\]](#)

After a regular productive payroll process has been executed, a process for subsequent activities such as generating pay slip and posting need to be run. Such subsequent activities after productive payroll are grouped in processes of the Others category. Learn how to configure a process for subsequent activities by using Configuration Workbench.

[Creating Planned Off-Cycle Productive Payroll Processes \[page 654\]](#)

Planned off-cycle processes can be expected and planned, such as year-end bonus. They can be recurrent and are managed like regular processes in Payroll Control Center. Similar to the regular processes, which include Productive Payroll processes and Others processes, planned off-cycle processes also include Planned Off-Cycle Productive Payroll (PO) processes and Planned Off-Cycle Others (OO) processes. Learn how to configure a PO process by using Configuration Workbench.

[Creating Planned Off-Cycle Other Processes \[page 661\]](#)

Planned off-cycle processes can be expected and planned, such as year-end bonus. They can be recurrent and are managed like regular processes in Payroll Control Center. Similar to the regular processes, which include Productive Payroll processes and Others processes, planned off-cycle processes also include Planned Off-Cycle Productive Payroll (PO) processes and Planned Off-Cycle Others (OO) processes. This topic provides instructions about how to configure an OO process by using Configuration Workbench.

[Creating Ad Hoc Off-Cycle Processes \[page 666\]](#)

Ad hoc off-cycle requests can be created on a single employee basis using the *Payroll Control Center - Manage Off-Cycle Payrolls* application. A successfully created ad hoc request includes off-cycle payroll run and registration to an upcoming subsequent ad hoc off-cycle (AO) process. An AO process processes all the registered ad hoc off-cycle request with steps for bank transfer, posting, and pay slip. Learn how to configure an AO process by using Configuration Workbench.

Parent topic: [Option B: Create Policies and Processes in Configuration Workbench \[page 624\]](#)

Previous task: [Creating Policies in Configuration Workbench \[page 624\]](#)

Next task: [Generating Recurrences of Payroll Processes \[page 672\]](#)

Related Information

[Process Categories \[page 363\]](#)

16.2.2.7.2.1 Creating Monitoring Processes

Monitoring processes are executed **before** the productive payroll run in order to be able to detect issues with master data and simulation payroll data as early as possible, so that a productive payroll can be run later with the fewest issues or alerts. This topic provides instructions about how to configure a monitoring process by using Configuration Workbench.

Prerequisites

You've configured all the other entities (validation rules, policies, analytics charts, analytics, and step templates) in Configuration Workbench.

Context

You can create processes in Configuration Workbench (in the development system). Alternatively, a business user can create processes in Manage Processes application (in the production system) after Payroll Control Center has been set up. Processes created in Manage Processes application are read-only in Configuration Workbench. If you

want your processes to be created in Manage Processes application (in the production system by a business user) rather than in Configuration Workbench, you need to define process types. See [Configuring Process Types \[page 616\]](#).

⚠ Caution

In any case, don't have policies and processes created both from Configuration Workbench (in the development system) and from Manage Policies and Manage Processes applications (in the production system). Create policies and processes either in Configuration Workbench or by using the Manage Policies and Manage Processes applications. Otherwise, inconsistency occurs.

If you're unsure about how to decide, see Configuration Workflow for New Customers and Configuration Workflow for Existing Customers in [Configure Payroll Control Center in Configuration Workbench \[page 522\]](#).

Procedure

1. In the Employee Central Payroll system, access Configuration Workbench.

In SAP Easy Access menu, choose ► [Human Resources](#) ► [Payroll](#) ► [International](#) ► [Tools](#) ► [Payroll Control Center](#) ► [Configuration Workbench](#) ► (transaction code `PYC_CONF_WB`).

2. Switch to the edit mode by choosing the Display/Change icon in the application toolbar.
3. In the left panel, choose [Process](#) from the dropdown list and do one of the following to create a new process:
 - (Recommended) Copy a standard or existing process. To do so, double-click a standard or existing process that you want to copy from, choose the Copy icon in the application toolbar, enter a unique ID for the new process, and then choose [Continue](#).
When you copy from an existing process, in the [Copy Process](#) dialog box, both the [From](#) and [To](#) field contains two parts:

Parts in the Field	Action	Comments
First part	Enter an authorization prefix of up to eight characters.	The authorization prefix is combined with the process ID to form an authorization ID, which is needed for granting authorizations for the payroll process. For information about setting up authorization in Payroll Control Center, see links at the bottom of the page.
Second part	Enter a unique process ID.	An ID is the unique identifier of an object in Payroll Control Center.

i Note

Authorization prefix and process category that you need to configure in the next step can't be changed once you save the process in Configuration Workbench.

- You can also create a new process from scratch. To do so, choose the Create icon in the application toolbar, enter a unique ID and name for the new process, and then choose [Continue](#).

Field / Checkbox	Action	Comments
Authorization Prefix	Enter an authorization prefix of up to eight characters.	The authorization prefix is combined with the process ID to form an authorization ID, which is needed for granting authorizations for the payroll process. For information about setting up authorization in Payroll Control Center, see links at the bottom of the page.
ID	Enter a unique process ID.	An ID is the unique identifier of an object in Payroll Control Center.
Name	Enter a name for the process.	The name is displayed on the user interface for the business users, for example, the payroll process manager in My Processes.

4. Choose the *Basic Information* tab and configure basic information of the process.

Field/Checkbox	Action	Comments
Name	Enter a name for the process.	--
Country/Region	Choose the country or region for which this process is applicable.	--
Category	Choose the category of the process: Monitoring.	Based on the category you choose, different tabs are displayed for you to configure the process. For information about the process categories, see links at the bottom of the page.
<div> <div>i Note</div> <div>The process category impacts the behavior of some step templates. For example, the Run Payroll step in a "Monitoring" process (that is, a process of category Monitoring) only creates test results. And the same step in a "Productive Payroll" process (that is, a process of category Productive Payroll) creates real results.</div> </div> <div> <div>i Note</div> <div>Authorization prefix and process category can't be changed once you save the process in Configuration Workbench.</div> </div>		
Authorization Prefix	Enter an authorization prefix. Up to eight characters are allowed.	The authorization prefix is combined with the process ID to form an authorization ID. The authorization ID is needed for granting authorizations for the payroll process by using the authorization object P_PYD_INST. For information about setting up authorization in Payroll Control Center, see links at the bottom of the page.

Field/Checkbox	Action	Comments
Selection Type	Choose which type of entity this payroll process is for. A typical selection type is ABKRS (Payroll Area), which means that this payroll process is for one or more payroll areas.	<p>Possible options are parameters that are allowed for input and have the same country/region as the process.</p> <p>You will need to specify the value for the selection type. For example, if you choose ABKRS (Payroll Area) as selection type, you will later on need to specify which payroll areas in the Selections tab.</p>
Recurrence Type	Specify the type of recurrence for the payroll process. A typical recurrence type is PERIOD (Payroll Period).	<p>Possible options are parameters that are allowed for input and for time selection and have the same country/region as the process.</p> <p>You will need to specify the value of the recurrence type when you generate recurrences for the payroll process in the Generate Payroll Recurrences (PYC_PROCESS_INSTANCES). For information, see links at the bottom of the page.</p>
Contacts Group	Choose an administrator group, which combines all administrators who are responsible for one organizational area in personnel administration or recruitment.	The values in the value help come from table T526. The value you select determines the system administrator user list that will be displayed on the Contacts tab of each non-monitoring step in My Processes.
Use validation rules and KPIs created from Manage Configuration application	<p>This checkbox is effective if business function Payroll Control Center: Manage Configuration (Validation Rules and KPIs) (HCM_LOC_CI_109) is activated.</p> <p>Define whether this process uses validation rules and KPIs created using the Manage Configuration application.</p>	<p>If this checkbox is selected,</p> <ul style="list-style-type: none"> On the Policies tab, you can assign only the policies that use validation rules created in Manage Configuration. On the Analytics tab, you can assign only the analytics that use KPIs created in Manage Configuration.

5. Choose the [Steps](#) tab and specify which steps compose the payroll process.

There are two ways to assign process steps to the process: You can manually assign process steps to the process by using the Insert Row icon. Alternatively, you can import process steps from another process of the same category and the same country/region.

Option	Procedure
Manually assign process steps to the process	<ol style="list-style-type: none"> Choose the Insert Row icon. In the pop-up dialog box, select one or more steps and then choose Continue. Adjust the sequence of the steps in the payroll process by using the upward and downward arrows on the right side of the table. Double-click a step to see its configuration. If according to the step template configuration, a parameter (for example, program and program variant) requires a fixed value, specify the parameter value here. In the step template configuration, a parameter that is marked as Mandatory requires a fixed value. Accordingly, in the process configuration, this mandatory parameter is displayed in bold font.

Option	Procedure
Import process steps from another process	<ol style="list-style-type: none"> 1. Choose the Import icon. In the pop-up dialog box, all existing processes of the same category and the same country/region as the current process are displayed. 2. Select one or more processes and then choose Continue. 3. Adjust the sequence of the steps in the payroll process by using the upward and downward arrows on the right side of the table. 4. Double-click a step to see its configuration. If according to the step template configuration, a parameter (for example, program and program variant) requires a fixed value, specify the parameter value here. In the step template configuration, a parameter that is marked as Mandatory requires a fixed value. Accordingly, in the process configuration, this mandatory parameter is displayed in bold font.

❖ Example

Field / Checkbox	Action	Comments
Job size for parallel execution	Enter an integer number. The value of this field means the number of employees included in each job.	For example, if job size is set as 10, and 50 employees need to run payroll, then Payroll Control Center will submit 5 parallel batch jobs to run payroll and each job contains 10 employees. This is designed to improve the performance when running payroll for a large number of employees.
ABAP Program	Specify the HR Program to be executed. For example, China's payroll driver program HCNALCO.	This parameter value will be checked to see whether the program exists.
ABAP Program Variant	Specify a variant saved in the program.	This parameter value will be checked to see whether the variant exists for the specified program.
Selection screen parameter	Set it as empty or, for the Initiate Policies step, set it to SO_INST.	This parameter tells the step which is the selection screen field (SO_INST) that can receive a list of restricted instances (validation rules instances) to be executed due to parallel execution.

Monitoring step has a parameter type Administrator Group (SBMOD), but it is hidden here and you need to maintain it in the Team tab.

6. Choose the [Selections](#) tab and specify the value of the selection type.

For example, you have specified ABKRS (Payroll Area) as the selection type for your payroll process. Now you specify which payroll area is the payroll process for.

1. Choose the Insert Row icon.
2. In the pop-up dialog box, select one or more payroll areas and then choose [Continue](#).

i Note

If the selection type is Payroll Area, the values you specify here must have the same period modifier value (PERMO) (that is, the same frequency and same pay date rule) to be assigned to the same process.

The payroll process selects employees that meet the specified selection criteria.

7. Choose the [Policies](#) tab and assign policies to the process.

A policy is a set of validation rules for checking employees' master data or payroll data. Take the following steps to assign policies to the process:

1. Choose the Insert Row icon.
 2. In the [Policies](#) dialog box, select one or more policies and then choose [Continue](#).
8. Choose the [Team](#) tab and specify the payroll administrator group responsible for processing alerts for this process.

Alert Operation	Action	Comments
Administrator Group	Choose an administrator group, which combines all administrators who are responsible for one organizational area in personnel administration or recruitment.	The values in the value help come from table T526. The payroll administrators included in the selected administrator group are possible processors for alerts in the payroll process.

The members in the list are displayed in the table for you to verify whether they're the correct payroll administrators for the process.

9. Choose the [Analytics](#) tab and assign analytics to the process.

The sections and analytics charts in the selected analytics are displayed in the table for you to verify whether they're what you want as analytics.

10. Choose the [Event Handler](#) tab and specify whether the process supports Event Handler function.

Alert Operation	Action	Comments
Event Handler Enabled	If this checkbox is selected, when the payroll process manager executes the test payroll step, if the step has been executed before, the system prompts a dialog box asking whether to open all the payroll control records or open the erroneous payroll control records only.	Throughout monitoring and team monitoring payroll processes, master data changes are allowed all the time. Once the process is at the Monitoring step, if the alert entity (previously called alert type) refers to an employee, any employee with master data changes in Info-type Framework is logged as an event handler item. The event handler picks up unprocessed event handler items and creates an asynchronous shadow process. For more information about the event handler, see links at the bottom of the page.

Alert Operation	Action	Comments
Relevance Check Logic	Enter an existing class as relevant check logic. This class specifies what types of master data changes will require a revalidation.	<p>The default class for the event handler is CL_PYC_EHI_RELE_CHECK_DEF. It can be used if the instance selection parameter for the process template is ABKRS (Payroll Area) and the event handler item is Personnel Number. It finds out which event handler item (PERNR) is relevant to a given process.</p> <p>If you want to use your own class in transaction SE24, make sure that the class implements the interface IF_PYC_EHI_RELEVANCE_CHECK and the method GET_PI_RELEVANT_EHI_LIST.</p>

11. Choose the Validate icon in the application toolbar to validate your configuration. If needed, make corrections according to validation messages.
12. Save the data. You need to enter a development request for saving and transporting your entries.
The process is saved in the request.

Next Steps

After you've configured your processes, you need to generate recurrences for payroll processes.

Note

If later on you need to update the process, you can use the Where-Used List icon in the application toolbar to find a list of objects that are using this process. Note that some changes take effect immediately, some require manual activities, and some changes are restricted. For more information about updating saved objects, see links at the bottom of the page.

Task overview: [Create Payroll Processes \[page 627\]](#)

Related Information

[Creating Team Monitoring Processes \[page 635\]](#)
[Creating Productive Payroll Processes \[page 643\]](#)
[Creating Other Processes \[page 649\]](#)
[Creating Planned Off-Cycle Productive Payroll Processes \[page 654\]](#)
[Creating Planned Off-Cycle Other Processes \[page 661\]](#)
[Creating Ad Hoc Off-Cycle Processes \[page 666\]](#)
[Monitoring Processes \[page 366\]](#)
[Authorization for Payroll Process Manager \(My Processes\) \[page 677\]](#)

[Generating Recurrences of Payroll Processes \[page 672\]](#)

[Event Handler \[page 609\]](#)

[Shadow Process \[page 611\]](#)

[Test Payroll Results \[page 746\]](#)

[Important Notes for Updating Saved Objects in Configuration Workbench \[page 542\]](#)

16.2.2.7.2.2 Creating Team Monitoring Processes

A team monitoring process is a special type of monitoring process. With team monitoring processes, teams can be set up with one or more team leads and team members to facilitate team collaboration. Alerts are automatically distributed to teams based on the predefined team criteria, and the team lead further assigns the alerts to the team members. Learn how to configure a team monitoring process by using Configuration Workbench.

Prerequisites

You've configured all the other entities (validation rules, policies, analytics charts, analytics, and step templates) in Configuration Workbench.

Context

You can create processes in Configuration Workbench (in the development system). Alternatively, a business user can create processes in Manage Processes application (in the production system) after Payroll Control Center has been set up. Processes created in Manage Processes application are read-only in Configuration Workbench. If you want your processes to be created in Manage Processes application (in the production system by a business user) rather than in Configuration Workbench, you need to define process types. See [Configuring Process Types \[page 616\]](#).

Caution

In any case, don't have policies and processes created both from Configuration Workbench (in the development system) and from Manage Policies and Manage Processes applications (in the production system). Create policies and processes either in Configuration Workbench or by using the Manage Policies and Manage Processes applications. Otherwise, inconsistency occurs.

If you're unsure about how to decide, see Configuration Workflow for New Customers and Configuration Workflow for Existing Customers in [Configure Payroll Control Center in Configuration Workbench \[page 522\]](#).

Procedure

1. In the Employee Central Payroll system, access Configuration Workbench.

In SAP Easy Access menu, choose ► [Human Resources](#) ► [Payroll](#) ► [International](#) ► [Tools](#) ► [Payroll Control Center](#) ► [Configuration Workbench](#) ► (transaction code PYC_CONF_WB).

2. Switch to the edit mode by choosing the Display/Change icon.
3. In the left panel, choose [Process](#) from the dropdown list and do one of the following to create a new process:
 - (Recommended) Copy a standard or existing process. To do so, double-click a standard or existing process that you want to copy from, choose the Copy icon in the application toolbar, enter a unique ID for the new process, and then choose [Continue](#).

When you copy from an existing process, in the [Copy Process](#) dialog box, both the [From](#) and [To](#) field contains two parts:

Parts in the Field	Action	Comments
First part	Enter an authorization prefix of up to eight characters.	The authorization prefix is combined with the process ID to form an authorization ID, which is needed for granting authorizations for the payroll process. For information about setting up authorization in Payroll Control Center, see links at the bottom of the page.
Second part	Enter a unique process ID.	An ID is the unique identifier of an object in Payroll Control Center.

i Note

Authorization prefix and process category that you need to configure in the next step can't be changed once you save the process in Configuration Workbench.

- You can also create a new process from scratch. To do so, choose the Create icon in the application toolbar, enter a unique ID and name for the new process, and then choose [Continue](#).

Field / Checkbox	Action	Comments
Authorization Prefix	Enter an authorization prefix of up to eight characters.	The authorization prefix is combined with the process ID to form an authorization ID, which is needed for granting authorization for the payroll process. For information about setting up authorization in Payroll Control Center, see links at the bottom of the page.
ID	Enter a unique process ID.	An ID is the unique identifier of an object in Payroll Control Center.
Name	Enter a name for the process.	The name is displayed on the user interface for the business users, for example, the payroll process manager in My Processes.

4. Choose the [Basic Information](#) tab and configure basic information of the process.

Field/Checkbox	Action	Comments
Name	Enter a name for the process.	--
Country/Region	Choose the country or region for which this process is applicable.	--

Field/Checkbox	Action	Comments
Category	Choose the category of the process: Team Monitoring.	<p>Based on the category you choose, different tabs are displayed for you to configure the process. For information about the process categories, see links at the bottom of the page.</p> <div> <p>i Note</p> <p>The process category impacts the behavior of some step templates. For example, the Run Payroll step in a "Monitoring" process (that is, a process of category Monitoring) only creates test results. And the same step in a "Productive Payroll" process (that is, a process of category Productive Payroll) creates real results.</p> </div> <div> <p>i Note</p> <p>Authorization prefix and process category can't be changed once you save the process in Configuration Workbench.</p> </div>
Authorization Prefix	Enter an authorization prefix. Up to eight characters are allowed.	The authorization prefix is combined with the process ID to form an authorization ID. The authorization ID is needed for granting authorization for the payroll process by using the authorization object P_PYD_INST. For information about setting up authorization in Payroll Control Center, see links at the bottom of the page.
Selection Type	Choose which type of entity this payroll process is for. A typical selection type is ABKRS (Payroll Area), which means that this payroll process is for one or more payroll areas.	<p>Possible options are parameters that are allowed for input and have the same country/region as the process.</p> <p>You'll need to specify the value for the selection type on the Selections tab. For example, if you choose ABKRS (Payroll Area) as selection type, you need to specify which payroll areas on the Selections tab.</p>
Recurrence Type	Specify the type of recurrence for the payroll process. A typical recurrence type is PERIOD (Payroll Period).	<p>Possible options are parameters that are allowed for input and for time selection and have the same country/region as the process.</p> <p>You'll need to specify the value of the recurrence type when you generate recurrences for the payroll process in the Generate Payroll Recurrences (PYC_PROCESS_INSTANCES). For information, see links at the bottom of the page.</p>

Field/Checkbox	Action	Comments
Contacts Group	Choose an administrator group, which combines all administrators who are responsible for one organizational area in personnel administration or recruitment.	The values in the value help come from table T526. The value you select determines the system administrator user list displayed on the Contacts tab of each non-monitoring step in My Processes.
Use validation rules and KPIs created from Manage Configuration application	<p>This checkbox is effective if business function Payroll Control Center: Manage Configuration (Validation Rules and KPIs) (HCM_LOC_CI_109) is activated.</p> <p>Define whether this process uses validation rules and KPIs created using the Manage Configuration application.</p>	<p>If this checkbox is selected,</p> <ul style="list-style-type: none"> On the Policies tab, you can assign only the policies that use validation rules created in Manage Configuration. On the Analytics tab, you can assign only the analytics that use KPIs created in Manage Configuration.

5. Choose the [Steps](#) tab and specify which steps compose the payroll process.

There are two ways to assign process steps to the process: You can manually assign process steps to the process by using the Insert Row icon. Alternatively, you can import process steps from another process of the same category and the same country/region.

Option	Procedure
Manually assign process steps to the process	<ol style="list-style-type: none"> Choose the Insert Row icon. In the pop-up dialog box, select one or more steps and then choose Continue. Adjust the sequence of the steps in the payroll process by using the upward and downward arrows on the right side of the table. Double-click a step to see its configuration. If according to the step template configuration, a parameter (for example, program and program variant) requires a fixed value, specify the parameter value here. In the step template configuration, a parameter that is marked as Mandatory requires a fixed value. Accordingly, in the process configuration, this mandatory parameter is displayed in bold font.
Import process steps from another process	<ol style="list-style-type: none"> Choose the Import icon. In the pop-up dialog box, all existing processes of the same category and the same country/region as the current process are displayed. Select one or more processes and then choose Continue. Adjust the sequence of the steps in the payroll process by using the upward and downward arrows on the right side of the table. Double-click a step to see its configuration. If according to the step template configuration, a parameter (for example, program and program variant) requires a fixed value, specify the parameter value here. In the step template configuration, a parameter that is marked as Mandatory requires a fixed value. Accordingly, in the process configuration, this mandatory parameter is displayed in bold font.

❖ Example

Field / Checkbox	Action	Comments
Job size for parallel execution	Enter an integer number. The value of this field means the number of employees included in each job.	For example, if job size is set as 10, and 50 employees need to run payroll, then Payroll Control Center will submit 5 parallel batch jobs to run payroll and each job contains 10 employees. This is designed to improve the performance when running payroll for a large number of employees.
ABAP Program	Specify the HR Program to be executed. For example, China's payroll driver program HCNALCO.	This parameter value is checked to see whether the program exists.
ABAP Program Variant	Specify a variant saved in the program.	This parameter value is checked to see whether the variant exists for the specified program.
Selection screen parameter	Set it as empty or, for the Initiate Policies step, set it to SO_INST.	This parameter tells the step which selection screen field can receive a list of restricted instances (validation rules instances) to be executed due to parallel execution.

6. Choose the [Selections](#) tab and specify the value of the selection type.

For example, you have specified ABKRS (Payroll Area) as the selection type for your payroll process. Now, you specify which payroll area is the payroll process for.

1. Choose the Insert Row icon.
2. In the pop-up dialog box, select one or more payroll areas and then choose [Continue](#).

i Note

If the selection type is Payroll Area, the values you specify here must have the same period modifier value (PERMO) (that is, the same frequency and same pay date rule) to be assigned to the same process.

The payroll process selects employees that meet the specified selection criteria.

7. Choose the [Policies](#) tab and assign policies to the process.

A policy is a set of validation rules for checking employees' master data or payroll data. Take the following steps to assign policies to the process:

1. Choose the Insert Row icon.
2. In the [Policies](#) dialog box, select one or more policies and then choose [Continue](#).

8. Choose the [Analytics](#) tab and assign analytics to the process.

The sections and analytics charts in the selected analytics are displayed in the table for you to verify whether they're what you want as analytics.

9. Choose the [Event Handler](#) tab and specify whether the process supports Event Handler function.

Alert Operation	Action	Comments
Event Handler Enabled	If this checkbox is selected, when the payroll process manager executes the test payroll step, if the step has been executed before, the system prompts a dialog box asking whether to open all the payroll control records or open the erroneous payroll control records only.	<p>Throughout monitoring and team monitoring payroll processes, master data changes are allowed all the time. Once the process is at the Monitoring step, if the alert entity (previously called alert type) refers to an employee, any employee with master data changes in Infotype Framework is logged as an event handler item. The event handler picks up unprocessed event handler items and creates an asynchronous shadow process.</p> <p>For more information about the event handler, see links at the bottom of the page.</p>

Alert Operation	Action	Comments
Relevance Check Logic	Enter an existing class as relevant check logic. This class specifies what types of master data changes require a revalidation.	<p>The default class for the event handler is CL_PYC_EHI_RELE_CHECK_DEF. It can be used if the instance selection parameter for the process template is ABKRS (Payroll Area) and the event handler item is Personnel Number. It finds out which event handler item (PERNR) is relevant to a given process. If this checkbox is selected, when the payroll process manager executes the test payroll step, if the step has been executed before, the system prompts a dialog box asking whether to open all the payroll control records or open the erroneous payroll control records only.</p> <p>If you want to use your own class in transaction SE24, make sure that the class implements the interface IF_PYC_EHI_RELEVANCE_CHECK and the method GET_PI_RELEVANT_EHI_LIST.</p>

10. Choose the [Team Dimensions](#) tab and specify the criteria according to which teams are to be set up.
 1. Choose the Insert Row icon.
 2. In the pop-up dialog box, select one or more parameters that you want to use as a team dimension and then choose [Continue](#).
Possible team dimensions come from table PYC_D_TMDI_DE (predelivered by SAP) and table PA0001 (custom fields of SAP and customer from Infotype 0001 that have been registered in Customizing activity [Register Fields of Infotype 0001 as Allowed Team Dimensions](#) under Customizing for [Payroll International](#) [Payroll Control Center](#) [General Settings](#)).
 3. If needed, adjust the position of the team dimensions by using the upward and downward arrows on the right side of the table.

The selected team dimensions are displayed in sequence in the Manage Teams application of Payroll Control Center. The authorized business user, for example, an HR manager, can then use the Manage Teams application to set up teams for handling alerts of the team monitoring process by specifying the value of each team dimension.

11. Choose the Validate icon at the top of the page to validate your configuration. If needed, make corrections according to validation messages.

12. Save the data. You need to enter a development request for saving and transporting your entries.

The process is saved in the request.

Next Steps

After you've configured your processes, you need to generate recurrences for payroll processes.

Note

If later on you need to update the process, you can use the Where-Used List icon in the application toolbar to find a list of objects that are using this process. Note that some changes take effect immediately, some require manual activities, and some changes are restricted. For more information about updating saved objects, see links at the bottom of the page.

Task overview: [Create Payroll Processes \[page 627\]](#)

Related Information

[Creating Monitoring Processes \[page 628\]](#)

[Creating Productive Payroll Processes \[page 643\]](#)

[Creating Other Processes \[page 649\]](#)

[Creating Planned Off-Cycle Productive Payroll Processes \[page 654\]](#)

[Creating Planned Off-Cycle Other Processes \[page 661\]](#)

[Creating Ad Hoc Off-Cycle Processes \[page 666\]](#)

[Team Monitoring Processes \[page 369\]](#)

[Authorization for Payroll Process Manager \(My Processes\) \[page 677\]](#)

[Generating Recurrences of Payroll Processes \[page 672\]](#)

[Setting Up Teams \[page 812\]](#)

[Test Payroll Results \[page 746\]](#)

[Important Notes for Updating Saved Objects in Configuration Workbench \[page 542\]](#)

16.2.2.7.2.3 Creating Productive Payroll Processes

After a monitoring process has been executed in order to detect issues with master data and simulation payroll data as early as possible, a productive payroll is run later with the fewest issues or alerts. Learn how to configure a productive payroll process by using Configuration Workbench.

Prerequisites

You have configured all the other entities (validation rules, policies, analytics charts, analytics, and step templates) in Configuration Workbench.

Context

You can create processes in Configuration Workbench (in the development system). Alternatively, a business user can create processes in Manage Processes application (in the production system) after Payroll Control Center has been set up. Processes created in Manage Processes application are read-only in Configuration Workbench. If you want your processes to be created in Manage Processes application (in the production system by a business user) rather than in Configuration Workbench, you need to define process types. See [Configuring Process Types \[page 616\]](#).

Caution

In any case, don't have policies and processes created both from Configuration Workbench (in the development system) and from Manage Policies and Manage Processes applications (in the production system). Create policies and processes either in Configuration Workbench or by using the Manage Policies and Manage Processes applications. Otherwise, inconsistency occurs.

If you're unsure about how to decide, see Configuration Workflow for New Customers and Configuration Workflow for Existing Customers in [Configure Payroll Control Center in Configuration Workbench \[page 522\]](#).

Procedure

1. In the Employee Central Payroll system, access Configuration Workbench.

In SAP Easy Access menu, choose ► [Human Resources](#) ► [Payroll](#) ► [International](#) ► [Tools](#) ► [Payroll Control Center](#) ► [Configuration Workbench](#) (transaction code PYC_CONF_WB).
2. Switch to the edit mode by choosing the Display/Change icon in the application toolbar.
3. In the left panel, choose [Process](#) from the dropdown list and do one of the following to create a new process:
 - (Recommended) Copy a standard or existing process. To do so, double-click a standard or existing process that you want to copy from, choose the Copy icon in the application toolbar, enter a unique ID for the new process, and then choose [Continue](#).

When you copy from an existing process, in the [Copy Process](#) dialog box, both the [From](#) and [To](#) field contains two parts:

Parts in the Field	Action	Comments
First part	Enter an authorization prefix of up to eight characters.	The authorization prefix is combined with the process ID to form an authorization ID, which is needed for granting authorizations for the payroll process. For information about setting up authorization in Payroll Control Center, see links at the bottom of the page.
Second part	Enter a unique process ID.	An ID is the unique identifier of an object in Payroll Control Center.

Note

Authorization prefix and process category that you need to configure in the next step can't be changed once you save the process in Configuration Workbench.

- You can also create a new process from scratch. To do so, choose the Create icon in the application toolbar, enter a unique ID and name for the new process, and then choose [Continue](#).

Field / Checkbox	Action	Comments
Authorization Prefix	Enter an authorization prefix of up to eight characters.	The authorization prefix is combined with the process ID to form an authorization ID, which is needed for granting authorizations for the payroll process. For information about setting up authorization in Payroll Control Center, see links at the bottom of the page.
ID	Enter a unique process ID.	An ID is the unique identifier of an object in Payroll Control Center.
Name	Enter a name for the process.	The name is displayed on the user interface for the business users, for example, the payroll process manager in My Processes.

- Choose the [Basic Information](#) tab and configure basic information of the process.

Field/Checkbox	Action	Comments
Name	Enter a name for the process.	--
Country/Region	Choose the country or region for which this process is applicable.	--

Field/Checkbox	Action	Comments
Category	Choose the category of the process: Productive Payroll.	<p>Based on the category you choose, different tabs are displayed for you to configure the process. For information about the process categories, see links at the bottom of the page.</p> <div> <p>i Note</p> <p>The process category impacts the behavior of some step templates. For example, the Run Payroll step in a "Monitoring" process (that is, a process of category Monitoring) only creates test results. And the same step in a "Productive Payroll" process (that is, a process of category Productive Payroll) creates real results.</p> </div> <div> <p>i Note</p> <p>Authorization prefix and process category can't be changed once you save the process in Configuration Workbench.</p> </div>
Authorization Prefix	Enter an authorization prefix. Up to eight characters are allowed.	The authorization prefix is combined with the process ID to form an authorization ID, which is needed for granting authorizations for the payroll process by using the authorization object P_PYD_INST. For information about setting up authorization in Payroll Control Center, see links at the bottom of the page.
Selection Type	Choose which type of entity this payroll process is for. A typical selection type is ABKRS (Payroll Area), which means that this payroll process is for one or more payroll areas.	<p>Possible options are parameters that are allowed for input and have the same country/region as the process.</p> <p>You will need to specify the value for the selection type. For example, if you choose ABKRS (Payroll Area) as selection type, you will later on need to specify which payroll areas in the Selections tab.</p>
Recurrence Type	Specify the type of recurrence for the payroll process. A typical recurrence type is PERIOD (Payroll Period).	<p>Possible options are parameters that are allowed for input and for time selection and have the same country/region as the process.</p> <p>You will need to specify the value of the recurrence type when you generate recurrences for the payroll process in the Generate Payroll Recurrences (PYC_PROCESS_INSTANCES). For information, see links at the bottom of the page.</p>
Contacts Group	Choose an administrator group, which combines all administrators who are responsible for one organizational area in personnel administration or recruitment.	The values in the value help come from table T526. The value you select determines the system administrator user list displayed on the Contacts tab of each non-monitoring step in My Processes.

Field/Checkbox	Action	Comments
Use validation rules and KPIs created from Manage Configuration application	<p>This checkbox is effective if business function Payroll Control Center: Manage Configuration (Validation Rules and KPIs) (HCM_LOC_CI_109) is activated.</p> <p>Define whether this process uses validation rules and KPIs created using the Manage Configuration application.</p>	<p>If this checkbox is selected,</p> <ul style="list-style-type: none"> On the Policies tab, you can assign only the policies that use validation rules created in Manage Configuration. On the Analytics tab, you can assign only the analytics that use KPIs created in Manage Configuration.

5. Choose the [Steps](#) tab and specify which steps compose the payroll process.

Typically assign the Run Payroll step and optionally the Monitoring step.

There are two ways to assign process steps to the process: You can manually assign process steps to the process by using the Insert Row icon. Alternatively, you can import process steps from another process of the same category and the same country/region.

Option	Procedure
Manually assign process steps to the process	<ol style="list-style-type: none"> Choose the Insert Row icon. In the pop-up dialog box, select one or more steps and then choose Continue. Adjust the sequence of the steps in the payroll process by using the upward and downward arrows on the right side of the table. Double-click a step to see its configuration. If according to the step template configuration, a parameter (for example, program and program variant) requires a fixed value, specify the parameter value here. In the step template configuration, a parameter that is marked as Mandatory requires a fixed value. Accordingly, in the process configuration, this mandatory parameter is displayed in bold font.
Import process steps from another process	<ol style="list-style-type: none"> Choose the Import icon. In the pop-up dialog box, all existing processes of the same category and the same country/region as the current process are displayed. Select one or more processes and then choose Continue. Adjust the sequence of the steps in the payroll process by using the upward and downward arrows on the right side of the table. Double-click a step to see its configuration. If according to the step template configuration, a parameter (for example, program and program variant) requires a fixed value, specify the parameter value here. In the step template configuration, a parameter that is marked as Mandatory requires a fixed value. Accordingly, in the process configuration, this mandatory parameter is displayed in bold font.

❖ Example

Field / Checkbox	Action	Comments
Job size for parallel execution	Enter an integer number. The value of this field means the number of employees included in each job.	For example, if job size is set as 10, and 50 employees need to run payroll, then Payroll Control Center will submit 5 parallel batch jobs to run payroll and each job contains 10 employees. This design improves the performance when running payroll for a large number of employees.
ABAP Program	Specify the HR Program to be executed. For example, China's payroll driver program HCNALC0.	This parameter value is checked to see whether the program exists.
ABAP Program Variant	Specify a variant saved in the program.	This parameter value is checked to see whether the variant exists for the specified program.
Selection screen parameter	Set it as empty or, for the Initiate Policies step, set it to SO_INST.	This parameter tells the step which selection screen field can receive a list of restricted instances (validation rules instances) to be executed due to parallel execution.

6. Choose the [Selections](#) tab and specify the value of the selection type.

For example, you have specified ABKRS (Payroll Area) as the selection type for your payroll process. Now, you specify which payroll area is the payroll process for.

1. Choose the Insert Row icon.
2. In the pop-up dialog box, select one or more payroll areas and then choose [Continue](#).

i Note

If the selection type is Payroll Area, the values you specify here must have the same period modifier value (PERMO) (that is, the same frequency and same pay date rule) to be assigned to the same process.

The payroll process will select employees that meet the specified selection criteria.

7. Choose the [Policies](#) tab and assign policies to the process.

A policy is a set of validation rules for checking employees' master data or payroll data. Take the following steps to assign policies to the process:

1. Choose the Insert Row icon.
 2. In the [Policies](#) dialog box, select one or more policies and then choose [Continue](#).
8. Choose the [Team](#) tab and specify the payroll administrator group responsible for processing alerts for this process.

Alert Operation	Action	Comments
Administrator Group	Choose an administrator group, which combines all administrators who are responsible for one organizational area in personnel administration or recruitment.	The values in the value help come from table T526. The payroll administrators included in the selected administrator group are possible processors for alerts in the payroll process.

The members in the list are displayed in the table for you to verify whether they're the correct payroll administrators for the process.

9. Choose the *Analytics* tab and assign analytics to the process.

The sections and analytics charts in the selected analytics are displayed in the table for you to verify whether they're what you want as analytics.

10. Choose the *Preceding Monitoring Processes* tab and specify the monitoring processes that should be executed before this productive payroll process.

By specifying the preceding monitoring processes for the productive payroll process, if a validation rule has the attribute *Keep resolved alerts status in associated follow-up processes* in the Basic Information tab, alerts that are Set to Resolved in the monitoring process will automatically inherit the same status (Set to Resolved) in the productive process.

1. Choose the Insert Row icon.
2. In the pop-up dialog box, select a monitoring process.
3. Repeat the above steps to add more monitoring processes based on your needs.

A process that meets all of the following conditions can be assigned as a preceding monitoring process to the productive payroll process:

- It's either a monitoring process or a team monitoring process.
- The (team) monitoring process and the productive payroll process have the same country/region attribute as the current productive payroll process.
- All the selections of the (team) monitoring process are covered by the current productive payroll process.

❖ Example

Monitoring process for payroll areas A1 and A2.

Then it can be added as predecessor to the productive process for payroll area A1, A2, and A3.

But it can't be added as predecessor to the productive process for payroll area A1.

11. Choose the Validate icon in the application toolbar to validate your configuration. If needed, make corrections according to validation messages.
12. Save the data. You need to enter a development request for saving and transporting your entries.

The process is saved in the request.

Next Steps

After you've configured your processes, you need to generate recurrences for payroll processes.

i Note

If later on you need to update the process, you can use the Where-Used List icon in the application toolbar to find a list of objects that are using this process. Note that some changes take effect immediately, some require manual activities, and some changes are restricted. For more information about updating saved objects, see links at the bottom of the page.

Task overview: [Create Payroll Processes \[page 627\]](#)

Related Information

[Creating Monitoring Processes \[page 628\]](#)

[Creating Team Monitoring Processes \[page 635\]](#)

[Creating Other Processes \[page 649\]](#)

[Creating Planned Off-Cycle Productive Payroll Processes \[page 654\]](#)

[Creating Planned Off-Cycle Other Processes \[page 661\]](#)

[Creating Ad Hoc Off-Cycle Processes \[page 666\]](#)

[Productive Payroll Processes \[page 374\]](#)

[Authorization for Payroll Process Manager \(My Processes\) \[page 677\]](#)

[Generating Recurrences of Payroll Processes \[page 672\]](#)

[Important Notes for Updating Saved Objects in Configuration Workbench \[page 542\]](#)

16.2.2.7.2.2.4 Creating Other Processes

After a regular productive payroll process has been executed, a process for subsequent activities such as generating pay slip and posting need to be run. Such subsequent activities after productive payroll are grouped in processes of the Others category. Learn how to configure a process for subsequent activities by using Configuration Workbench.

Prerequisites

You've configured all the other entities (validation rules, policies, analytics charts, analytics, and step templates) in Configuration Workbench.

Context

You can create processes in Configuration Workbench (in the development system). Alternatively, a business user can create processes in Manage Processes application (in the production system) after Payroll Control Center has

been set up. Processes created in Manage Processes application are read-only in Configuration Workbench. If you want your processes to be created in Manage Processes application (in the production system by a business user) rather than in Configuration Workbench, you need to define process types. See [Configuring Process Types \[page 616\]](#).

⚠ Caution

In any case, don't have policies and processes created both from Configuration Workbench (in the development system) and from Manage Policies and Manage Processes applications (in the production system). Create policies and processes either in Configuration Workbench or by using the Manage Policies and Manage Processes applications. Otherwise, inconsistency occurs.

If you're unsure about how to decide, see Configuration Workflow for New Customers and Configuration Workflow for Existing Customers in [Configure Payroll Control Center in Configuration Workbench \[page 522\]](#).

Procedure

1. In the Employee Central Payroll system, access Configuration Workbench.

In SAP Easy Access menu, choose ► [Human Resources](#) ► [Payroll](#) ► [International](#) ► [Tools](#) ► [Payroll Control Center](#) ► [Configuration Workbench](#) ► (transaction code PYC_CONF_WB).

2. Switch to the edit mode by choosing the Display/Change icon in the application toolbar.
3. In the left panel, choose [Process](#) from the dropdown list and do one of the following to create a new process:
 - (Recommended) Copy a standard or existing process. To do so, double-click a standard or existing process that you want to copy from, choose the Copy icon in the application toolbar, enter a unique ID for the new process, and then choose [Continue](#).
When you copy from an existing process, in the [Copy Process](#) dialog box, both the [From](#) and [To](#) field contains two parts:

Parts in the Field	Action	Comments
First part	Enter an authorization prefix of up to eight characters.	The authorization prefix is combined with the process ID to form an authorization ID, which is needed for granting authorizations for the payroll process. For information about setting up authorization in Payroll Control Center, see links at the bottom of the page.
Second part	Enter a unique process ID.	An ID is the unique identifier of an object in Payroll Control Center.

i Note

Authorization prefix and process category that you need to configure in the next step can't be changed once you save the process in Configuration Workbench.

- You can also create a new process from scratch. To do so, choose the Create icon in the application toolbar, enter a unique ID and name for the new process, and then choose [Continue](#).

Field / Checkbox	Action	Comments
Authorization Prefix	Enter an authorization prefix of up to eight characters.	The authorization prefix is combined with the process ID to form an authorization ID, which is needed for granting authorizations for the payroll process. For information about setting up authorization in Payroll Control Center, see links at the bottom of the page.
ID	Enter a unique process ID.	An ID is the unique identifier of an object in Payroll Control Center.
Name	Enter a name for the process.	The name is displayed on the user interface for the business users, for example, the payroll process manager in My Processes.

4. Choose the *Basic Information* tab and configure basic information of the process.

Field/Checkbox	Action	Comments
Name	Enter a name for the process.	--
Country/Region	Choose the country or region for which this process is applicable.	--
Category	Choose the category of the process: Others.	Based on the category you choose, different tabs are displayed for you to configure the process. For information about the process categories, see links at the bottom of the page.
<div> <div>i Note</div> <p>The process category impacts the behavior of some step templates. For example, the Run Payroll step in a "Monitoring" process (that is, a process of category Monitoring) only creates test results. And the same step in a "Productive Payroll" process (that is, a process of category Productive Payroll) creates real results.</p> </div> <div> <div>i Note</div> <p>Authorization prefix and process category can't be changed once you save the process in Configuration Workbench.</p> </div>		
Authorization Prefix	Enter an authorization prefix. Up to eight characters are allowed.	P_PYD_INST. For information about setting up authorization in Payroll Control Center, see links at the bottom of the page.
Selection Type	Choose which type of entity this payroll process is for. A typical selection type is ABKRS (Payroll Area), which means that this payroll process is for one or more payroll areas.	Possible options are parameters that are allowed for input and have the same country/region as the process.

Field/Checkbox	Action	Comments
Recurrence Type	Specify the type of recurrence for the payroll process. A typical recurrence type is PERIOD (Payroll Period).	<p>Possible options are parameters that are allowed for input and for time selection and have the same country/region as the process.</p> <p>You will need to specify the value of the recurrence type when you generate recurrences for the payroll process in the Generate Payroll Recurrences (PYC_PROCESS_INSTANCES). For information, see links at the bottom of the page.</p>
Contacts Group	Choose an administrator group, which combines all administrators responsible for one organizational area in personnel administration or recruitment.	The values in the value help come from table T526. The value you select determines the system administrator user list displayed on the Contacts tab of each non-monitoring step in My Processes.
Use validation rules and KPIs created from Manage Configuration application	<p>This checkbox is displayed if business function Payroll Control Center: Manage Configuration (Validation Rules and KPIs) (HCM_LOC_CI_109) is activated.</p> <p>Define whether processes created from this process type consist of validation rules and KPIs created using the Manage Configuration application.</p>	<p>This checkbox is only relevant for the following process categories:</p> <ul style="list-style-type: none"> Monitoring Team Monitoring Productive Payroll Planned Off-Cycle: Productive Payroll

5. Choose the [Steps](#) tab and specify which steps compose the payroll process.

There are two ways to assign process steps to the process: You can manually assign process steps to the process by using the Insert Row icon. Alternatively, you can import process steps from another process of the same category and the same country/region.

Option	Procedure
Manually assign process steps to the process	<ol style="list-style-type: none"> Choose the Insert Row icon. In the pop-up dialog box, select one or more steps and then choose Continue. Adjust the sequence of the steps in the payroll process by using the upward and downward arrows on the right side of the table. Double-click a step to see its configuration. If according to the step template configuration, a parameter (for example, program and program variant) requires a fixed value, specify the parameter value here. In the step template configuration, a parameter that is marked as Mandatory requires a fixed value. Accordingly, in the process configuration, this mandatory parameter is displayed in bold font.

Option	Procedure
Import process steps from another process	<ol style="list-style-type: none"> 1. Choose the Import icon. In the pop-up dialog box, all existing processes of the same category and the same country/region as the current process are displayed. 2. Select one or more processes and then choose Continue. 3. Adjust the sequence of the steps in the payroll process by using the upward and downward arrows on the right side of the table. 4. Double-click a step to see its configuration. If according to the step template configuration, a parameter (for example, program and program variant) requires a fixed value, specify the parameter value here. In the step template configuration, a parameter that is marked as Mandatory requires a fixed value. Accordingly, in the process configuration, this mandatory parameter is displayed in bold font.

Example

Field / Checkbox	Action	Comments
Job size for parallel execution	Enter an integer number. The value of this field means the number of employees included in each job.	For example, if job size is set as 10, and 50 employees need to run payroll, then Payroll Control Center will submit 5 parallel batch jobs to run payroll and each job contains 10 employees. This is designed to improve the performance when running payroll for a large number of employees.
ABAP Program	Specify the HR Program to be executed. For example, China's payroll driver program HCNALCO.	This parameter value is checked to see whether the program exists.
ABAP Program Variant	Specify a variant saved in the program.	This parameter value is checked to see whether the variant exists for the specified program.
Selection screen parameter	Set it as empty or, for the Initiate Policies step, set it to SO_INST.	This parameter tells the step which selection screen field can receive a list of restricted instances (validation rules instances) to be executed due to parallel execution.

6. Choose the [Selections](#) tab and specify the value of the selection type.

For example, you have specified ABKRS (Payroll Area) as the selection type for your payroll process. Now, you specify which payroll area is the payroll process for.

1. Choose the Insert Row icon.
2. In the pop-up dialog box, select one or more payroll areas and then choose [Continue](#).

Note

If the selection type is Payroll Area, the values you specify here must have the same period modifier value (PERMO) (that is, the same frequency and same pay date rule) to be assigned to the same process.

The payroll process selects employees that meet the specified selection criteria.

7. Choose the Validate icon in the application toolbar to validate your configuration. If needed, make corrections according to validation messages.
8. Save the data. You need to enter a development request for saving and transporting your entries.
The process is saved in the request.

Next Steps

After you've configured your processes, you need to generate recurrences for payroll processes.

i Note

If later on you need to update the process, you can use the Where-Used List icon in the application toolbar to find a list of objects that are using this process. Note that some changes take effect immediately, some require manual activities, and some changes are restricted. For more information about updating saved objects, see links at the bottom of the page.

Task overview: [Create Payroll Processes \[page 627\]](#)

Related Information

[Creating Monitoring Processes \[page 628\]](#)
[Creating Team Monitoring Processes \[page 635\]](#)
[Creating Productive Payroll Processes \[page 643\]](#)
[Creating Planned Off-Cycle Productive Payroll Processes \[page 654\]](#)
[Creating Planned Off-Cycle Other Processes \[page 661\]](#)
[Creating Ad Hoc Off-Cycle Processes \[page 666\]](#)
[Other Processes \[page 378\]](#)
[Authorization for Payroll Process Manager \(My Processes\) \[page 677\]](#)
[Generating Recurrences of Payroll Processes \[page 672\]](#)
[Important Notes for Updating Saved Objects in Configuration Workbench \[page 542\]](#)

16.2.2.7.2.5 Creating Planned Off-Cycle Productive Payroll Processes

Planned off-cycle processes can be expected and planned, such as year-end bonus. They can be recurrent and are managed like regular processes in Payroll Control Center. Similar to the regular processes, which include Productive Payroll processes and Others processes, planned off-cycle processes also include Planned Off-Cycle Productive Payroll (PO) processes and Planned Off-Cycle Others (OO) processes. Learn how to configure a PO process by using Configuration Workbench.

Prerequisites

You've configured all the other entities (validation rules, policies, analytics charts, analytics, and step templates) in Configuration Workbench.

Context

You can create processes in Configuration Workbench (in the development system). Alternatively, a business user can create processes in Manage Processes application (in the production system) after Payroll Control Center has been set up. Processes created in Manage Processes application are read-only in Configuration Workbench. If you want your processes to be created in Manage Processes application (in the production system by a business user) rather than in Configuration Workbench, you need to define process types. See [Configuring Process Types \[page 616\]](#).

⚠ Caution

In any case, don't have policies and processes created both from Configuration Workbench (in the development system) and from Manage Policies and Manage Processes applications (in the production system). Create policies and processes either in Configuration Workbench or by using the Manage Policies and Manage Processes applications. Otherwise, inconsistency occurs.

If you're unsure about how to decide, see Configuration Workflow for New Customers and Configuration Workflow for Existing Customers in [Configure Payroll Control Center in Configuration Workbench \[page 522\]](#).

Procedure

1. In the Employee Central Payroll system, access Configuration Workbench.

In SAP Easy Access menu, choose ► [Human Resources](#) ► [Payroll](#) ► [International](#) ► [Tools](#) ► [Payroll Control Center](#) ► [Configuration Workbench](#) ► (transaction code `PYC_CONF_WB`).
2. Switch to the edit mode by choosing the Display/Change icon in the application toolbar.
3. In the left panel, choose [Process](#) from the dropdown list and do one of the following to create a new process:
 - (Recommended) Copy a standard or existing process. To do so, double-click a standard or existing process that you want to copy from, choose the Copy icon in the application toolbar, enter a unique ID for the new process, and then choose [Continue](#).

When you copy from an existing process, in the [Copy Process](#) dialog box, both the [From](#) and [To](#) field contains two parts:

Parts in the Field	Action	Comments
First part	Enter an authorization prefix of up to eight characters.	The authorization prefix is combined with the process ID to form an authorization ID, which is needed for granting authorizations for the payroll process. For information about setting up authorization in Payroll Control Center, see links at the bottom of the page.
Second part	Enter a unique process ID.	An ID is the unique identifier of an object in Payroll Control Center.

Note

Authorization prefix and process category that you need to configure in the next step can't be changed once you save the process in Configuration Workbench.

- You can also create a new process from scratch. To do so, choose the Create icon in the application toolbar, enter a unique ID and name for the new process, and then choose [Continue](#).

Field / Checkbox	Action	Comments
Authorization Prefix	Enter an authorization prefix of up to eight characters.	The authorization prefix is combined with the process ID to form an authorization ID, which is needed for granting authorizations for the payroll process. For information about setting up authorization in Payroll Control Center, see links at the bottom of the page.
ID	Enter a unique process ID.	An ID is the unique identifier of an object in Payroll Control Center.
Name	Enter a name for the process.	The name is displayed on the user interface for the business users, for example, the payroll process manager in My Processes.

- Choose the [Basic Information](#) tab and configure basic information of the process.

Field/Checkbox	Action	Comments
Name	Enter a name for the process.	--
Country/Region	Choose the country or region for which this process is applicable.	--

Field/Checkbox	Action	Comments
Category	Choose the category of the process: Planned Off-Cycle -Productive Payroll.	<p>Based on the category you choose, different tabs are displayed for you to configure the process. For information about the process categories, see links at the bottom of the page.</p> <div> <p>i Note</p> <p>The process category impacts the behavior of some step templates. For example, the Run Payroll step in a "Monitoring" process (that is, a process of category Monitoring) only creates test results. And the same step in a "Productive Payroll" process (that is, a process of category Productive Payroll) creates real results.</p> </div> <div> <p>i Note</p> <p>Authorization prefix and process category can't be changed once you save the process in Configuration Workbench.</p> </div>
Authorization Prefix	Enter an authorization prefix. Up to eight characters are allowed.	The authorization prefix is combined with the process ID to form an authorization ID. The authorization ID is needed for granting authorization for the payroll process by using the authorization object P_PYD_INST. For information about setting up authorization in Payroll Control Center, see links at the bottom of the page.
Selection Type	Choose which type of entity this payroll process is for. A typical selection type is ABKRS (Payroll Area), which means that this payroll process is for one or more payroll areas.	<p>Possible options are parameters that are allowed for input and have the same country/region as the process.</p> <p>You'll need to specify the value for the selection type. For example, if you choose ABKRS (Payroll Area) as selection type, you'll later on need to specify which payroll areas in the Selections tab.</p>
Recurrence Type	Specify the type of recurrence for the payroll process. Select BONDY (Off-cycle payroll payment date).	You will need to specify the value of the recurrence type when you generate recurrences for the payroll process in the Generate Payroll Recurrences (PYC_PROCESS_INSTANCES). For information, see links at the bottom of the page.
Contacts Group	Choose an administrator group, which combines all administrators responsible for one organizational area in personnel administration or recruitment.	The values in the value help come from table T526. The value you select determines the system administrator user list that is displayed on the Contacts tab of each non-monitoring step on the frontend UI of Payroll Control Center.

Field/Checkbox	Action	Comments
Use validation rules and KPIs created from Manage Configuration application	<p>This checkbox is effective if business function Payroll Control Center: Manage Configuration (Validation Rules and KPIs) (HCM_LOC_CI_109) is activated.</p> <p>Define whether this process uses validation rules and KPIs created using the Manage Configuration application.</p>	<p>If this checkbox is selected,</p> <ul style="list-style-type: none"> On the Policies tab, you can assign only the policies that use validation rules created in Manage Configuration. On the Analytics tab, you can assign only the analytics that use KPIs created in Manage Configuration.

5. Choose the [Steps](#) tab and specify which steps compose the payroll process.

Typically assign the Run Payroll step and optionally the Monitoring step.

There are two ways to assign process steps to the process: You can manually assign process steps to the process by using the Insert Row icon. Alternatively, you can import process steps from another process of the same category and the same country/region.

Option	Procedure
Manually assign process steps to the process	<ol style="list-style-type: none"> Choose the Insert Row icon. In the pop-up dialog box, select one or more steps and then choose Continue. Adjust the step sequence in the payroll process by using the upward and downward arrows on the right side of the table. Double-click a step to see its configuration. If according to the step template configuration, a parameter (for example, program and program variant) requires a fixed value, specify the parameter value here.
Import process steps from another process	<ol style="list-style-type: none"> Choose the Import icon. In the pop-up dialog box, all existing processes of the same category and the same country/region as the current process are displayed. Select one or more processes and then choose Continue. Adjust the step sequence in the payroll process by using the upward and downward arrows on the right side of the table. Double-click a step to see its configuration. If according to the step template configuration, a parameter (for example, program and program variant) requires a fixed value, specify the parameter value here.

In the step template configuration, a parameter that is marked as Mandatory requires a fixed value. Accordingly, in the process configuration, this mandatory parameter is displayed in bold font.

❖ Example

Field / Checkbox	Action	Comments
Job size for parallel execution	Enter an integer number. The value of this field means the number of employees included in each job.	For example, if job size is set as 10, and 50 employees need to run payroll, then Payroll Control Center will submit 5 parallel batch jobs to run payroll and each job contains 10 employees. This is designed to improve the performance when running payroll for a large number of employees.

Field / Checkbox	Action	Comments
ABAP Program	Specify the HR Program to be executed. For example, China's payroll driver program HCNALCO.	This parameter value is checked to see whether the program exists.
ABAP Program Variant	Specify a variant saved in the program.	This parameter value is checked to see whether the variant exists for the specified program.
Selection screen parameter	Set it as empty or, for the Initiate Policies step, set it to SO_INST.	This parameter tells the step which selection screen field (SO_INST) can receive a list of restricted instances (validation rules instances) to be executed due to parallel execution.

6. Choose the [Off-Cycle Selection](#) tab and specify the value of the selection type.
The selection run time class reads infotype 0267 and selects a list of employees for the off-cycle process.

Field/Checkbox	Action	Comments
Selection Logic	Enter an existing class as the logic for selecting employees included in the planned off-cycle productive payroll process.	<p>You can build a new class in transaction SE24 (Class Builder). The rule logic must inherit from base class CL_PYC_SELECTION_OC_RT (Off-Cycle Selection Runtime).</p> <p>This class selects employees that meet the conditions for Process Off-Cycle Reason and Pay Date in infotype 0267 records.</p>

The payroll process selects employees that meet the specified selection criteria.

7. Choose the [Selections](#) tab and specify the value of the selection type.
For example, you have specified ABKRS (Payroll Area) as the selection type for your payroll process. Now, you specify which payroll area is the payroll process for.
1. Choose the Insert Row icon.
 2. In the pop-up dialog box, select one or more payroll areas and then choose [Continue](#).

i Note

If the selection type is Payroll Area, the values you specify here must have the same period modifier value (PERMO) (that is, the same frequency and same pay date rule) to be assigned to the same process.

The payroll process selects employees that meet the specified selection criteria.

8. Choose the [Off-Cycle Reason](#) tab and choose an off-cycle reason for the process.

Off-cycle reasons have been defined in Customizing activity [Set up Off-Cycle Reasons](#) for [Payroll: International](#) [➤ Off-Cycle Activities](#) [➤](#).

9. Choose the [Policies](#) tab and assign policies to the process.

A policy is a set of validation rules for checking employees' master data or payroll data. Take the following steps to assign policies to the process:

1. Choose the Insert Row icon.
 2. In the [Policies](#) dialog box, select one or more policies and then choose [Continue](#).
10. Choose the [Team](#) tab and specify the payroll administrator group responsible for processing alerts for this process.

Alert Operation	Action	Comments
Administrator Group	Choose an administrator group, which combines all administrators who are responsible for one organizational area in personnel administration or recruitment.	The values in the dropdown list come from table T526. The payroll administrators included in the selected administrator group are possible processors for alerts in the payroll process.

The members in the list are displayed in the table for you to verify whether they're the correct payroll administrators for the process.

11. Choose the [Analytics](#) tab and assign analytics to the process.

The sections and analytics charts in the selected analytics are displayed in the table for you to verify whether they're what you want as analytics.

12. Choose the Validate icon in the application toolbar to validate your configuration. If needed, make corrections according to validation messages.
13. Save the data. You need to enter a development request for saving and transporting your entries.

The process is saved in the request.

Next Steps

After you've configured your processes, you need to generate recurrences for payroll processes.

Note

If later on you need to update the process, you can use the Where-Used List icon in the application toolbar to find a list of objects that are using this process. Note that some changes take effect immediately, some require manual activities, and some changes are restricted. For more information about updating saved objects, see links at the bottom of the page.

Task overview: [Create Payroll Processes \[page 627\]](#)

Related Information

[Creating Monitoring Processes \[page 628\]](#)

[Creating Team Monitoring Processes \[page 635\]](#)

[Creating Productive Payroll Processes \[page 643\]](#)

[Creating Other Processes \[page 649\]](#)
[Creating Planned Off-Cycle Other Processes \[page 661\]](#)
[Creating Ad Hoc Off-Cycle Processes \[page 666\]](#)
[Planned Off-Cycle Productive Payroll \[page 379\]](#)
[Authorization for Payroll Process Manager \(My Processes\) \[page 677\]](#)
[Generating Recurrences of Payroll Processes \[page 672\]](#)
[Important Notes for Updating Saved Objects in Configuration Workbench \[page 542\]](#)

16.2.2.7.2.2.6 Creating Planned Off-Cycle Other Processes

Planned off-cycle processes can be expected and planned, such as year-end bonus. They can be recurrent and are managed like regular processes in Payroll Control Center. Similar to the regular processes, which include Productive Payroll processes and Others processes, planned off-cycle processes also include Planned Off-Cycle Productive Payroll (PO) processes and Planned Off-Cycle Others (OO) processes. This topic provides instructions about how to configure an OO process by using Configuration Workbench.

Prerequisites

You have configured all the other entities (validation rules, policies, analytics charts, analytics, and step templates) in Configuration Workbench.

Context

You can create processes in Configuration Workbench (in the development system). Alternatively, a business user can create processes in Manage Processes application (in the production system) after Payroll Control Center has been set up. Processes created in Manage Processes application are read-only in Configuration Workbench. If you want your processes to be created in Manage Processes application (in the production system by a business user) rather than in Configuration Workbench, you need to define process types. See [Configuring Process Types \[page 616\]](#).

Caution

In any case, don't have policies and processes created both from Configuration Workbench (in the development system) and from Manage Policies and Manage Processes applications (in the production system). Create policies and processes either in Configuration Workbench or by using the Manage Policies and Manage Processes applications. Otherwise, inconsistency occurs.

If you're unsure about how to decide, see Configuration Workflow for New Customers and Configuration Workflow for Existing Customers in [Configure Payroll Control Center in Configuration Workbench \[page 522\]](#).

Procedure

1. In the Employee Central Payroll system, access Configuration Workbench.

In SAP Easy Access menu, choose ► [Human Resources](#) ► [Payroll](#) ► [International](#) ► [Tools](#) ► [Payroll Control Center](#) ► [Configuration Workbench](#) ► (transaction code PYC_CONF_WB).

2. Switch to the edit mode by choosing the Display/Change icon in the application toolbar.
3. In the left panel, choose [Process](#) from the dropdown list and do one of the following to create a new process:
 - (Recommended) Copy a standard or existing process. To do so, double-click a standard or existing process that you want to copy from, choose the Copy icon in the application toolbar, enter a unique ID for the new process, and then choose [Continue](#).

When you copy from an existing process, in the [Copy Process](#) dialog box, both the [From](#) and [To](#) field contains two parts:

Parts in the Field	Action	Comments
First part	Enter an authorization prefix of up to eight characters.	The authorization prefix is combined with the process ID to form an authorization ID, which is needed for granting authorizations for the payroll process. For information about setting up authorization in Payroll Control Center, see links at the bottom of the page.
Second part	Enter a unique process ID.	An ID is the unique identifier of an object in Payroll Control Center.

Note

Authorization prefix and process category that you need to configure in the next step can't be changed once you save the process in Configuration Workbench.

- You can also create a new process from scratch. To do so, choose the Create icon in the application toolbar, enter a unique ID and name for the new process, and then choose [Continue](#).

Field / Checkbox	Action	Comments
Authorization Prefix	Enter an authorization prefix of up to eight characters.	The authorization prefix is combined with the process ID to form an authorization ID, which is needed for granting authorizations for the payroll process. For information about setting up authorization in Payroll Control Center, see links at the bottom of the page.
ID	Enter a unique process ID.	An ID is the unique identifier of an object in Payroll Control Center.
Name	Enter a name for the process.	The name is displayed on the user interface for the business users, for example, the payroll process manager in My Processes.

4. Choose the [Basic Information](#) tab and configure basic information of the process.

Field/Checkbox	Action	Comments
Name	Enter a name for the process.	--

Field/Checkbox	Action	Comments
Country/Region	Choose the country or region for which this process is applicable.	--
Category	Choose the category of the process: Planned Off-Cycle - Others.	<p>Based on the category you choose, different tabs are displayed for you to configure the process. For information about the process categories, see links at the bottom of the page.</p> <div> <p>i Note</p> <p>The process category impacts the behavior of some step templates. For example, the Run Payroll step in a "Monitoring" process (that is, a process of category Monitoring) only creates test results. And the same step in a "Productive Payroll" process (that is, a process of category Productive Payroll) creates real results.</p> </div> <div> <p>i Note</p> <p>Authorization prefix and process category can't be changed once you save the process in Configuration Workbench.</p> </div>
Authorization Prefix	Enter an authorization prefix. Up to eight characters are allowed.	The authorization prefix is combined with the process ID to form an authorization ID. The authorization ID is needed for granting authorizations for the payroll process by using the authorization object <code>P_PYD_INST</code> . For information about setting up authorization in Payroll Control Center, see links at the bottom of the page.
Selection Type	Choose which type of entity this payroll process is for. A typical selection type is ABKRS (Payroll Area), which means that this payroll process is for one or more payroll areas.	<p>Possible options are parameters that are allowed for input and have the same country/region as the process.</p> <p>You'll need to specify the value for the selection type. For example, if you choose ABKRS (Payroll Area) as selection type, you will later on need to specify which payroll areas in the Selections tab.</p>
Recurrence Type	Specify the type of recurrence for the payroll process. Select BONDY (Off-cycle payroll payment date).	You'll need to specify the value of the recurrence type when you generate recurrences for the payroll process in the Generate Payroll Recurrences (<code>PYC_PROCESS_INSTANCES</code>). For information, see links at the bottom of the page.
Contacts Group	Choose an administrator group, which combines all administrators who are responsible for one organizational area in personnel administration or recruitment.	The values in the value help come from table T526. The value you select determines the system administrator user list that is displayed on the Contacts tab of each non-monitoring step on the frontend UI of Payroll Control Center.

Field/Checkbox	Action	Comments
Use validation rules and KPIs created from Manage Configuration application	<p>This checkbox is displayed if business function Payroll Control Center: Manage Configuration (Validation Rules and KPIs) (HCM_LOC_CI_109) is activated.</p> <p>Define whether processes created from this process type consist of validation rules and KPIs created using the Manage Configuration application.</p>	<p>This checkbox is only relevant for the following process categories:</p> <ul style="list-style-type: none"> • Monitoring • Team Monitoring • Productive Payroll • Planned Off-Cycle: Productive Payroll

5. Choose the [Steps](#) tab and specify which steps compose the payroll process.

Assign the steps for subsequent activities, such as Create Posting Documents (Off-Cycle), Release Posting Document (Off-Cycle), and Transfer Posting Document (Off-Cycle).

There are two ways to assign process steps to the process: You can manually assign process steps to the process by using the Insert Row icon. Alternatively, you can import process steps from another process of the same category and the same country/region.

Option	Procedure
Manually assign process steps to the process	<ol style="list-style-type: none"> 1. Choose the Insert Row icon. 2. In the pop-up dialog box, select one or more steps and then choose Continue. 3. Adjust the step sequence in the payroll process by using the upward and downward arrows on the right side of the table. 4. Double-click a step to see its configuration. If according to the step template configuration, a parameter (for example, program and program variant) requires a fixed value, specify the parameter value here.
Import process steps from another process	<ol style="list-style-type: none"> 1. Choose the Import icon. In the pop-up dialog box, all existing processes of the same category and the same country/region as the current process are displayed. 2. Select one or more processes and then choose Continue. 3. Adjust the step sequence in the payroll process by using the upward and downward arrows on the right side of the table. 4. Double-click a step to see its configuration. If according to the step template configuration, a parameter (for example, program and program variant) requires a fixed value, specify the parameter value here.

In the step template configuration, a parameter that is marked as Mandatory requires a fixed value. Accordingly, in the process configuration, this mandatory parameter is displayed in bold font.

❖ Example

Field / Checkbox	Action	Comments
Job size for parallel execution	Enter an integer number. The value of this field means the number of employees included in each job.	For example, if job size is set as 10, and 50 employees need to run payroll, then Payroll Control Center will submit 5 parallel batch jobs to run payroll and each job contains 10 employees. This is designed to improve the performance when running payroll for a large number of employees.
ABAP Program	Specify the HR Program to be executed. For example, China's payroll driver program HCNALCO.	This parameter value is checked to see whether the program exists.
ABAP Program Variant	Specify a variant saved in the program.	This parameter value is checked to see whether the variant exists for the specified program.
Selection screen parameter	Set it as empty or, for the Initiate Policies step, set it to SO_INST.	This parameter tells the step which selection screen field can receive a list of restricted instances (validation rules instances) to be executed due to parallel execution.

- Choose the [Off-Cycle Selection](#) tab and specify to carry over settings from which planned off-cycle productive payroll (PO) process.

The OO process will be run for the same employees that have been selected in the corresponding PO process.

- Choose the [Selections](#) tab and specify the value of the selection type.

For example, you have specified ABKRS (Payroll Area) as the selection type for your payroll process. Now, you specify which payroll area is the payroll process for.

- Choose the Insert Row icon.
- In the pop-up dialog box, select one or more payroll areas and then choose [Continue](#).

i Note

If the selection type is Payroll Area, the values you specify here must have the same period modifier value (PERMO) (that is, the same frequency and same pay date rule) to be assigned to the same process.

The payroll process selects employees that meet the specified selection criteria.

- Choose the [Off-Cycle Reason](#) tab and choose an off-cycle reason for the process.

Off-cycle reasons have been defined in Customizing activity [Set up Off-Cycle Reasons](#) for ► [Payroll: International](#) ► [Off-Cycle Activities](#) . Make sure that you assign the same off-cycle reason to the OO process and mapped PO process. Otherwise, you won't be able to generate process recurrences for the OO process.

- Choose the Validate icon in the application toolbar to validate your configuration. If needed, make corrections according to validation messages.
- Save the data. You need to enter a development request for saving and transporting your entries.

The process is saved in the request.

Next Steps

After you've configured your processes, you need to generate recurrences for payroll processes.

i Note

If later on you need to update the process, you can use the Where-Used List icon in the application toolbar to find a list of objects that are using this process. Note that some changes take effect immediately, some require manual activities, and some changes are restricted. For more information about updating saved objects, see links at the bottom of the page.

Task overview: [Create Payroll Processes \[page 627\]](#)

Related Information

[Creating Monitoring Processes \[page 628\]](#)

[Creating Team Monitoring Processes \[page 635\]](#)

[Creating Productive Payroll Processes \[page 643\]](#)

[Creating Other Processes \[page 649\]](#)

[Creating Planned Off-Cycle Productive Payroll Processes \[page 654\]](#)

[Creating Ad Hoc Off-Cycle Processes \[page 666\]](#)

[Planned Off-Cycle Others \[page 382\]](#)

[Authorization for Payroll Process Manager \(My Processes\) \[page 677\]](#)

[Generating Recurrences of Payroll Processes \[page 672\]](#)

[Important Notes for Updating Saved Objects in Configuration Workbench \[page 542\]](#)

16.2.2.7.2.7 Creating Ad Hoc Off-Cycle Processes

Ad hoc off-cycle requests can be created on a single employee basis using the *Payroll Control Center - Manage Off-Cycle Payrolls* application. A successfully created ad hoc request includes off-cycle payroll run and registration to an upcoming subsequent ad hoc off-cycle (AO) process. An AO process processes all the registered ad hoc off-cycle request with steps for bank transfer, posting, and pay slip. Learn how to configure an AO process by using Configuration Workbench.

Prerequisites

You've configured all the other entities (validation rules, policies, analytics charts, analytics, and step templates) in Configuration Workbench.

Context

You can create processes in Configuration Workbench (in the development system). Alternatively, a business user can create processes in Manage Processes application (in the production system) after Payroll Control Center has been set up. Processes created in Manage Processes application are read-only in Configuration Workbench. If you want your processes to be created in Manage Processes application (in the production system by a business user) rather than in Configuration Workbench, you need to define process types. See [Configuring Process Types \[page 616\]](#).

⚠ Caution

In any case, don't have policies and processes created both from Configuration Workbench (in the development system) and from Manage Policies and Manage Processes applications (in the production system). Create policies and processes either in Configuration Workbench or by using the Manage Policies and Manage Processes applications. Otherwise, inconsistency occurs.

If you're unsure about how to decide, see Configuration Workflow for New Customers and Configuration Workflow for Existing Customers in [Configure Payroll Control Center in Configuration Workbench \[page 522\]](#).

Procedure

1. In the Employee Central Payroll system, access Configuration Workbench.

In SAP Easy Access menu, choose ► [Human Resources](#) ► [Payroll](#) ► [International](#) ► [Tools](#) ► [Payroll Control Center](#) ► [Configuration Workbench](#) ► (transaction code `PYC_CONF_WB`).
2. Switch to the edit mode by choosing the Display/Change icon in the application toolbar.
3. In the left panel, choose [Process](#) from the dropdown list and do one of the following to create a new process:
 - (Recommended) Copy a standard or existing process. To do so, double-click a standard or existing process that you want to copy from, choose the Copy icon in the application toolbar, enter a unique ID for the new process, and then choose [Continue](#).
When you copy from an existing process, in the [Copy Process](#) dialog box, both the [From](#) and [To](#) field contains two parts:

Parts in the Field	Action	Comments
First part	Enter an authorization prefix of up to eight characters.	The authorization prefix is combined with the process ID to form an authorization ID, which is needed for granting authorizations for the payroll process. For information about setting up authorization in Payroll Control Center, see links at the bottom of the page.
Second part	Enter a unique process ID.	An ID is the unique identifier of an object in Payroll Control Center.

i Note

Authorization prefix and process category that you need to configure in the next step can't be changed once you save the process in Configuration Workbench.

- You can also create a new process from scratch. To do so, choose the Create icon in the application toolbar, enter a unique ID and name for the new process, and then choose [Continue](#).

Field / Checkbox	Action	Comments
Authorization Prefix	Enter an authorization prefix of up to eight characters.	The authorization prefix is combined with the process ID to form an authorization ID, which is needed for granting authorizations for the payroll process. For information about setting up authorization in Payroll Control Center, see links at the bottom of the page.
ID	Enter a unique process ID.	An ID is the unique identifier of an object in Payroll Control Center.
Name	Enter a name for the process.	The name is displayed on the user interface for the business users, for example, the payroll process manager in My Processes.

4. Choose the [Basic Information](#) tab and configure basic information of the process.

Field/Checkbox	Action	Comments
Name	Enter a name for the process.	--
Country/Region	Choose the country or region for which this process is applicable.	--
Category	Choose the category of the process: Ad-hoc Off-Cycle.	Based on the category you choose, different tabs are displayed for you to configure the process. For information about the process categories, see links at the bottom of the page.

i Note

The process category impacts the behavior of some step templates. For example, the Run Payroll step in a "Monitoring" process (that is, a process of category Monitoring) only creates test results. And the same step in a "Productive Payroll" process (that is, a process of category Productive Payroll) creates real results.

i Note

Authorization prefix and process category can't be changed once you save the process in Configuration Workbench.

Field/Checkbox	Action	Comments
Authorization Prefix	Enter an authorization prefix. Up to eight characters are allowed.	The authorization prefix is combined with the process ID to form an authorization ID. The authorization ID is needed for granting authorization for the payroll process by using the authorization object P_PYD_INST. For information about setting up authorization in Payroll Control Center, see links at the bottom of the page.
Selection Type	Choose which type of entity this payroll process is for. A typical selection type is ABKRS (Payroll Area), which means that this payroll process is for one or more payroll areas.	Possible options are parameters that are allowed for input and have the same country/region as the process. You'll need to specify the value for the selection type. For example, if you choose ABKRS (Payroll Area) as selection type, you will later on need to specify which payroll areas in the Selections tab.
Recurrence Type	Specify the type of recurrence for the payroll process. Select BONDY (Off-cycle payroll payment date).	You need to specify the value of the recurrence type when you generate recurrences for the payroll process in the Generate Payroll Recurrences (PYC_PROCESS_INSTANCES). For information, see links at the bottom of the page.
Contacts Group	Choose an administrator group, which combines all administrators who are responsible for one organizational area in personnel administration or recruitment.	The values in the value help come from table T526. The value you select determines the system administrator user list displayed on the Contacts tab of each non-monitoring step in My Processes.
Use validation rules and KPIs created from Manage Configuration application	<p>This checkbox is displayed if business function <i>Payroll Control Center: Manage Configuration (Validation Rules and KPIs)</i> (HCM_LOC_CI_109) is activated.</p> <p>Define whether processes created from this process type consist of validation rules and KPIs created using the Manage Configuration application.</p>	<p>This checkbox is only relevant for the following process categories:</p> <ul style="list-style-type: none"> Monitoring Team Monitoring Productive Payroll Planned Off-Cycle: Productive Payroll

5. Choose the [Steps](#) tab and specify which steps compose the payroll process.

Assign only the subsequent activities to the ad hoc off-cycle payroll process, such as Create Posting Documents (Off-Cycle), Release Posting Document (Off-Cycle), and Transfer Posting Document (Off-Cycle). Make sure that there's no run payroll step or monitoring step in the process.

There are two ways to assign process steps to the process: You can manually assign process steps to the process by using the Insert Row icon. Alternatively, you can import process steps from another process of the same category and the same country/region.

Option	Procedure
Manually assign process steps to the process	<ol style="list-style-type: none"> 1. Choose the Insert Row icon. 2. In the pop-up dialog box, select one or more steps and then choose Continue. 3. Adjust the step sequence in the payroll process by using the upward and downward arrows on the right side of the table. 4. Double-click a step to see its configuration. If according to the step template configuration, a parameter (for example, program and program variant) requires a fixed value, specify the parameter value here.
Import process steps from another process	<ol style="list-style-type: none"> 1. Choose the Import icon. In the pop-up dialog box, all existing processes of the same category and the same country/region as the current process are displayed. 2. Select one or more processes and then choose Continue. 3. Adjust the step sequence in the payroll process by using the upward and downward arrows on the right side of the table. 4. Double-click a step to see its configuration. If according to the step template configuration, a parameter (for example, program and program variant) requires a fixed value, specify the parameter value here.

In the step template configuration, a parameter that is marked as Mandatory requires a fixed value. Accordingly, in the process configuration, this mandatory parameter is displayed in bold font.

❖ Example

Field / Checkbox	Action	Comments
Job size for parallel execution	Enter an integer number. The value of this field means the number of employees included in each job.	For example, if job size is set as 10, and 50 employees need to run payroll, then Payroll Control Center will submit 5 parallel batch jobs to run payroll and each job contains 10 employees. This is designed to improve the performance when running payroll for a large number of employees.
ABAP Program	Specify the HR Program to be executed. For example, China's payroll driver program HCNALC0.	This parameter value is checked to see whether the program exists.
ABAP Program Variant	Specify a variant saved in the program.	This parameter value is checked to see whether the variant exists for the specified program.
Selection screen parameter	Set it as empty or, for the Initiate Policies step, set it to SO_INST.	This parameter tells the step which selection screen field (SO_INST) can receive a list of restricted instances (validation rules instances) to be executed due to parallel execution.

6. Choose the [Selections](#) tab and specify the value of the selection type.

For example, you have specified ABKRS (Payroll Area) as the selection type for your payroll process. Now, you specify which payroll area is the payroll process for.

1. Choose the Insert Row icon.

2. In the pop-up dialog box, select one or more payroll areas and then choose [Continue](#).

The payroll process selects employees that meet the specified selection criteria.

7. Choose the [Off-Cycle Reason](#) tab and choose an off-cycle reason for the process.

Off-cycle reasons have been defined in Customizing activity [Set up Off-Cycle Reasons](#) for ► [Payroll: International](#) ► [Off-Cycle Activities](#) ►.

SAP HR SP Level	Off-Cycle Reason Type (OCRTY)	Pay Type (PAYTY)
SP45	O - Others	B - Correction accounting
SP47	D - On demand Payroll	Space - Regular
	E - Advance Pay with Original RT	Space - Regular
	G - Advance Pay with Retro Calu.	Space - Regular
	B - Bonus (Pay id = '!' only)	A - Bonus Payment
SP50	V - Absences	A - Bonus Payment

8. Choose the Validate icon in the application toolbar to validate your configuration. If needed, make corrections according to validation messages.
9. Save the data. You need to enter a development request for saving and transporting your entries.

The process is saved in the request.

Next Steps

After you've configured your processes, you need to generate recurrences for payroll processes.

Note

If later on you need to update the process, you can use the Where-Used List icon in the application toolbar to find a list of objects that are using this process. Note that some changes take effect immediately, some require manual activities, and some changes are restricted. For more information about updating saved objects, see links at the bottom of the page.

Task overview: [Create Payroll Processes \[page 627\]](#)

Related Information

[Creating Monitoring Processes \[page 628\]](#)

[Creating Team Monitoring Processes \[page 635\]](#)

[Creating Productive Payroll Processes \[page 643\]](#)

[Creating Other Processes \[page 649\]](#)
[Creating Planned Off-Cycle Productive Payroll Processes \[page 654\]](#)
[Creating Planned Off-Cycle Other Processes \[page 661\]](#)
[Ad Hoc Off-Cycle \[page 384\]](#)
[Authorization for Payroll Process Manager \(My Processes\) \[page 677\]](#)
[Generating Recurrences of Payroll Processes \[page 672\]](#)
[Important Notes for Updating Saved Objects in Configuration Workbench \[page 542\]](#)

16.2.2.7.2.3 Generating Recurrences of Payroll Processes

If you have configured processes in Configuration Workbench, then you need to generate recurrences of payroll processes by using the [Generate Process Instances](#) (PYC_PROCESS_INSTANCES) report.

Prerequisites

- You must have the authorization (value 04 Start Reports of the authorization object P_PYD_AAUT) in order to run this report.
- You have configured processes in Configuration Workbench. For information, see [Create Payroll Processes \[page 627\]](#).

Context

For example, you have a process called Regular Payroll Process for Payroll Area China. A process instance (also called a process recurrence) can be, for example, Regular Payroll Process for Payroll Area China for Payroll Period 2013.01.

The Payroll Process Manager manages payroll processes using the [Process Management](#) app of the Payroll Control Center.

Procedure

1. In the Employee Central Payroll system, in SAP Easy Access menu, choose ► [Human Resources](#) ► [Payroll](#) ► [International](#) ► [Tools](#) ► [Payroll Control Center](#) ► [Generate Process Instances](#) ► (transaction code PYC_INSTANCE_GES).
2. Enter the relevant information in the selection screen.

Field	Action
Process ID	Specify the ID of the payroll process for which you want to generate a recurrence for the payroll process.
Process Instance Period	Specify the period for which you want to generate process recurrences.
Operations	<ul style="list-style-type: none"> • Display Select this option to view the process recurrences that have been generated before. • Generate Select this option in any of the following cases: <ul style="list-style-type: none"> • No process instances have been generated before for the process. • You have generated process instances before for the process, and now you want to generate new process instances for a new instance period. • Edit Select this option to edit the output of the report. • Delete Select this option if you want to delete the process recurrences that have been generated before. • Regenerate Select this option if you have made changes to the process configuration after you have already generated process recurrences. <div> <p>i Note</p> <p>You cannot regenerate a process recurrence if that process recurrence has already been started.</p> </div>

3. Choose Execute.
4. For off-cycle processes, further specify relevant information in the output screen.
 - **Planned off-cycle productive payroll process**
In the output screen, choose New Entry. Specify pay date, pay ID (1 digit, optional), and the period information for each process instance.
The system automatically generates the process instance ID in the format of *<process ID><pay date><1-digit system-generated sequence No.>*.
 - **Planned off-cycle subsequent activities process**
In the output screen, choose *Create from predecessor*.
This enables the process instance to inherit the pay date, pay ID and period information from the predecessor (productive payroll) process.
 - **Ad hoc off-cycle process**
Choose New Entry in the output screen and maintain further information for the process instance.

Results

The Process Instance table lists the generated instances of the payroll process for the specified period. The system uses the start and end dates to track and display the payroll process status in My Processes. For example, if a process is not completed by the end date, the payroll process manager will see a color status (such as red) in My Processes.

Task overview: [Option B: Create Policies and Processes in Configuration Workbench \[page 624\]](#)

Previous: [Create Payroll Processes \[page 627\]](#)

16.2.3 Setting Up Authorization for Payroll Control Center

Use transaction `PFCG` to set up authorization for users of Payroll Control Center so that they can access the corresponding applications.

Context

i Note

Besides the authorization objects for Payroll Control Center, you also need to configure relevant authorization objects of the *HR (Human Resources)* object class to run and manage payroll. For information, see [Authorization Objects in HR \(Human Resources\)](#)

Procedure

Go to transaction `PFCG` (Role Maintenance) and create a user.

i Note

We strongly recommend that you create your own user by copying the sample roles.

For information about how to set up roles and users in transaction `PFCG`, see [Setting Up General Authorization Checks Using Role Maintenance \(Transaction PFCG\)](#) and the system documentation for the transaction. To access the system documentation, choose the Information icon on the home screen of the transaction.

Next Steps

You also need to grant role-based permissions to users so that they can see the relevant tabs in Payroll Control Center in order to access the relevant applications.

Related Information

[Sample Roles in Payroll Control Center \[page 718\]](#)

[Setting Up Role-Based Permissions for Business Users \[page 757\]](#)

[Setting Up Role-Based Permissions for Business Users \[page 757\]](#)

16.2.3.1 Sample Roles in Payroll Control Center

Payroll Control Center provides a list of sample roles in the standard delivery. You can copy the sample roles, generate profiles, and assign roles to corresponding users. You can check the authorization of these sample roles in transaction *Role Maintenance* (PFCG): Display a sample role, choose the *Authorizations* tab, and then in the section *Edit Authorization Data and Generate Profiles*, choose *Display Authorization Data*.

Note

Do not use these sample roles directly. The sample roles list all the required authorization objects. Copy them and adjust the values of the authorization fields according to your needs.

Sample Role	Description
SAP_HR_PYC_BACKEND_ADMIN	Uses the backend transactions and supporting tools for Payroll Control Center
SAP_HR_PYC_CONFIG_POLICY	Uses the Manage Policies application
SAP_HR_PYC_CONFIG_PROC	Uses the Manage Processes application
SAP_HR_PYC_PROC_MANAGER	Uses the My Processes application
SAP_HR_PYC_PY_ADMIN	Uses the My Alerts and Unassigned Alerts applications
SAP_HR_PYC_TM_SETUP	Uses the Manage Teams application
SAP_HR_PYC_TM_MNG	Uses the My Teams application and (read-only access to) My Processes application
SAP_HR_PYC_ANALYST	Use the Audit Trail application and (read-only access to) My Processes application
SAP_HR_PYC_MANAGE_CONFIG	Use the Manage Configuration application

16.2.3.2 Authorization for Policy Creator (Manage Policies)

Set up authorization so that a policy creator can use the Manage Policies application to create, edit, or delete policies. Check the sample role `SAP_HR_PYC_CONFIG_POLICY` for reference.

Activities	Required Authorization Settings
<ul style="list-style-type: none">Create policiesEdit policiesDelete policies	Authorization Object: <code>P_PYC_POL</code> <ul style="list-style-type: none"><code>ACTVT</code> - Full Authorization<code>BO_SERVICE</code> - Full Authorization<code>P_PYC_POLT</code> - Prefix or full ID of the policy type
Access the OData service of Manage Policies	Authorization Object: <code>S_SERVICE</code> <ul style="list-style-type: none"><code>SRV_NAME</code><ul style="list-style-type: none"><code>R3TR IWSV PYC_CONF_SRV 0001</code><code>R3TR IWSG PYC_CONF_SRV_0001</code><code>SRV_TYPE</code> - Hash value for TADIR object

Related Information

[Sample Roles in Payroll Control Center \[page 718\]](#)

16.2.3.3 Authorization for Process Creator (Manage Processes)

Set up authorization so that a process creator can use the Manage Processes application to create, edit, or delete processes. Check the sample role `SAP_HR_PYC_CONFIG_PROC` for reference.

Activities	Required Authorization Settings
<ul style="list-style-type: none">View the list of policiesAdd policies to processes	Authorization Object: <code>P_PYC_POL</code> <ul style="list-style-type: none"><code>ACTVT</code> - 03 (Display), AF (Prompts)<code>BO_SERVICE</code> - Full Authorization<code>P_PYC_POLT</code> - Prefix or full ID of the policy types assigned to the process type
<ul style="list-style-type: none">Create processesEdit processesDelete processes	Authorization Object: <code>P_PYC_PYP</code> <ul style="list-style-type: none"><code>ACTVT</code> - Full Authorization<code>BO_SERVICE</code> - Full Authorization<code>P_PYC_PYPT</code> - Prefix or full ID of the process type

Activities	Required Authorization Settings
Access the OData service of Manage Processes	Authorization Object: S_SERVICE <ul style="list-style-type: none"> SRV_NAME <ul style="list-style-type: none"> R3TR IWSV PYC_CONF_SRV 0001 R3TR IWSG PYC_CONF_SRV_0001 SRV_TYPE - Hash value for TADIR object

Related Information

[Sample Roles in Payroll Control Center \[page 718\]](#)

16.2.3.4 Authorization for Payroll Process Manager (My Processes)

Set up authorization so that a payroll process manager can use My Processes to manage payroll processes and monitor the alerts in the process. Check the sample role SAP_HR_PYC_PROC_MANAGER for reference.

The payroll process manager uses the My Processes application to do the following:

- View processes
- Start processes
- Start, confirm, and repeat steps
- View and add notes
- Assign alerts to payroll administrators
- Create default assignment of alerts to payroll administrators
- (For Team Monitoring processes) Activate and deactivate team members

Activities	Required Authorization Settings
View processes	Authorization Object: P_PYD_INST <ul style="list-style-type: none"> P_PYD_INST – Authorization prefix of payroll processes, followed with an asterisk *. For example, PY10*, PY99*. Authorization prefix is defined when process types or payroll processes are created. P_PYD_IAUT – R (Read)

Activities	Required Authorization Settings
Manage processes and steps	<p>Authorization Object: P_PYD_INST</p> <ul style="list-style-type: none"> P_PYD_INST – Authorization prefix of payroll processes, followed with an asterisk *. For example, PY10*, PY99*. Authorization prefix is defined when process types or payroll processes are created. P_PYD_IAUT – D (Execute RDT) P_PYD_RDT <ul style="list-style-type: none"> PYP_STS_ERR_MAIN_ACT (Start Process and Step) PYP_STS_ERR_ADDL_ACT (Additional activity, for example starting a step for erroneous employees) PYP_STS_EXE_CLOSE (Confirm Step and Close Process Instance) PYP_STS_EXE_RESET (Repeat Step)
Create notes in steps	<p>Authorization Object: P_PYD_INST</p> <ul style="list-style-type: none"> P_PYD_INST – Authorization prefix of payroll processes, followed with an asterisk *. For example, PY10*, PY99*. Authorization prefix is defined when process types or payroll processes are created. P_PYD_IAUT – L (Create Action Log)
Read notes in steps	<p>Authorization Object: P_PYD_INST</p> <ul style="list-style-type: none"> P_PYD_INST – Authorization prefix of payroll processes, followed with an asterisk *. For example, PY10*, PY99*. Authorization prefix is defined when process types or payroll processes are created. P_PYD_IAUT – L (Create Action Log), H (Display change history)
Assign alerts and create default assignment	<ul style="list-style-type: none"> Authorization Object: P_PYD_INST This authorization object is required for starting the monitoring step, making default assignment and updating assignment wherein worklists are created, read, or deleted. <ul style="list-style-type: none"> P_PYD_INST – Authorization prefix of payroll processes, followed with an asterisk *. For example, PY10*, PY99*. Authorization prefix is defined when process types or payroll processes are created. P_PYD_IAUT – D (Execute RDT) P_PYD_RDT PYP_STS_ERR_ASSIGN_PROCESSOR (Assign processor in monitoring step) Authorization Object: P_PYD_UV This authorization object is required for setting the filters by creating or deleting session user variants. <ul style="list-style-type: none"> ACTVT – 01(create), 03 (display), 06 (delete)
Start or pause payroll administrators assigned to the process	<p>Authorization Object: P_PYD_INST</p> <ul style="list-style-type: none"> P_PYD_INST – Authorization prefix of payroll processes, followed with an asterisk *. For example, PY10*, PY99*. Authorization prefix is defined when process types or payroll processes are created. P_PYD_IAUT – T (Maintain Team)

Activities	Required Authorization Settings
(For team monitoring processes) Start or pause teams	<p>Authorization Object: P_PYD_INST</p> <ul style="list-style-type: none"> P_PYD_INST – Authorization prefix of payroll processes, followed with an asterisk *. For example, PY10*, PY99*. Authorization prefix is defined when process types or payroll processes are created. P_PYD_IAUT – P (Start/Pause Team)
Access the OData service of My Processes	<p>Authorization Object: S_SERVICE</p> <ul style="list-style-type: none"> SRV_NAME <ul style="list-style-type: none"> R3TR IWSV PYC_PROCESS_MANAGER_SRV 0001 R3TR IWSG PYC_PROCESS_MANAGER_SRV_0001 SRV_TYPE - Hash value for TADIR object
View the spool of background jobs of step execution	<p>Authorization Object: S_SPO_ACT</p> <ul style="list-style-type: none"> SPOACTION – BASE (Check protected spool request in the output controller (determine whether the spool request exists); display request attributes), DISP (Display contents of a protected spool request) SPOAUTH – Enter the spool authorization namespace followed by an asterisk "*" or the spool authorization namespace followed by an auth prefix for payroll processes. <div style="background-color: #f0f0f0; padding: 10px; margin-top: 10px;"> <p>❖ Example</p> <p>/PCC/*, meaning all spools of Payroll Control Center</p> <p>/PCC/ZP10*, meaning spools of all processes with authorization prefix ZP10 in Payroll Control Center</p> </div> <p>The spool authorization namespace is maintained in Customizing activity Define Spool Authorization Settings under Customizing for Payroll Payroll: International Payroll Control Center General Settings.</p>

Related Information

[Sample Roles in Payroll Control Center \[page 718\]](#)

16.2.3.5 Authorization for Payroll Administrator for My Alerts and Unassigned Alerts

Set up authorization so that a payroll administrator can use My Alerts to process alerts or use Unassigned Alerts to pick up unassigned alerts. Check the sample role SAP_HR_PYC_PY_ADMIN for reference.

The payroll administrator does the following:

Use the My Alerts application to:

- View and filter alerts assigned to him/her;
- Validate alerts;
- Change alert status;
- Forward alerts to other admins

Use the Unassigned Alerts application to:

- Pick unassigned alerts;
- Filter unassigned alerts.

Activities	Required Authorization Settings
View alerts assigned to him/her	<p>Authorization Object: P_PYD_INST</p> <ul style="list-style-type: none"> • P_PYD_INST – Authorization prefix of payroll processes, followed with an asterisk *. For example, PY10*, PY99*. Authorization prefix is defined when process types or payroll processes are created. • P_PYD_IAUT – W (Access Worklist)
<p>Validate alerts</p> <div> <p>i Note</p> <p>Validating an alert is an optional feature. Therefore, the relevant authorization for this activity isn't included in the sample role SAP_HR_PYC_PY_ADMIN.</p> </div>	<p>Authorization Object: P_PYD_INST</p> <ul style="list-style-type: none"> • P_PYD_INST – Authorization prefix of payroll processes, followed with an asterisk *. For example, PY10*, PY99*. Authorization prefix is defined when process types or payroll processes are created. • P_PYD_IAUT – I (Recheck), O (Change status) <p>Authorization Object: S_BTCH_NAM</p> <ul style="list-style-type: none"> • BTCUNAME: <username of the payroll administrator to trigger validation of an alert> When the payroll administrator chooses Validate on the alert page in My Alerts, a background job, name starting with DAE_SHI, is submitted to trigger the batch job PYD_DAE_PROCESS of Payroll Control Center. The payroll administrator must have the authorization to submit this background job DAE_SHI. <div> <p>i Note</p> <p>Validating an alert is an optional feature. Therefore, this authorization object isn't included in the sample role SAP_HR_PYC_PY_ADMIN.</p> </div>
Change alert status or forward alerts	<p>Authorization Object: P_PYD_INST</p> <ul style="list-style-type: none"> • P_PYD_INST – Authorization prefix of payroll processes, followed with an asterisk *. For example, PY10*, PY99*. Authorization prefix is defined when process types or payroll processes are created. • P_PYD_IAUT – O (Change status)

Activities	Required Authorization Settings
Filter alerts	<ul style="list-style-type: none"> Authorization Object: P_PYD_UV This authorization object is needed for reading the worklist (a user variant) and filtering the alerts. <ul style="list-style-type: none"> ACTVT – 03 (display) Authorization Object: P_PYD_UV This authorization object is needed for setting the filters, which means creating and deleting the session user variants. <ul style="list-style-type: none"> ACTVT – 01(create), 06 (delete)
(For team monitoring processes) Forward alerts to other teams	<p>Authorization Object: P_PYD_INST</p> <ul style="list-style-type: none"> P_PYD_INST – Authorization prefix of payroll processes, followed with an asterisk *. For example, PY10*, PY99*. Authorization prefix is defined when process types or payroll processes are created. P_PYD_IAUT – F (Forward to team)
Access the OData services of My Alerts and Unassigned Alerts	<p>Authorization Object: S_SERVICE</p> <ul style="list-style-type: none"> SRV_NAME <ul style="list-style-type: none"> R3TR IWSV PYC_ALERT_MANAGER_SRV 0001 R3TR IWSV PYC_TEAM_ALERTS_SRV 0001 R3TR IWSV PYC_CONT_PEM_002_SRV 0001 R3TR IWSG PYC_ALERT_MANAGER_SRV_0001 R3TR IWSG PYC_CONT_PEM_002_SRV_0001 R3TR IWSG PYC_TEAM_ALERTS_SRV_0001 SRV_TYPE - Hash value for TADIR object

Related Information

[Sample Roles in Payroll Control Center \[page 718\]](#)

16.2.3.6 Authorization for Team Creator (Manage Teams)

Set up authorization for a team creator so that he or she can use Manage Teams to set up teams. Check the sample role `SAP_HR_PYC_TM_SETUP` for reference.

Activities	Required Authorization Settings
<ul style="list-style-type: none">• Display team setup• Edit team setup	<p>Authorization Object: <code>P_PYD_INST</code></p> <ul style="list-style-type: none">• <code>P_PYD_INST</code> – Authorization prefix of payroll processes, followed with an asterisk *. For example, PY10*, PY99*. Authorization prefix is defined when process types or payroll processes are created.• <code>P_PYD_IAUT</code> – S (Display Team Setup)• <code>P_PYD_IAUT</code> – U (Edit Team Setup)
Access the OData service of Manage Teams	<p>Authorization Object: <code>S_SERVICE</code></p> <ul style="list-style-type: none">• <code>SRV_NAME</code><ul style="list-style-type: none">• <code>R3TR IWSV PYC_TEAM_MAINT_SRV 0001</code>• <code>R3TR IWSG PYC_TEAM_MAINT_SRV_0001</code>• <code>SRV_TYPE</code> - Hash Value for TADIR Object

Related Information

[Sample Roles in Payroll Control Center \[page 718\]](#)

16.2.3.7 Authorization for Team Lead (My Processes and My Teams)

Set up authorization so that a team lead can access the process (add note in a process step), manage team members, and monitor alerts of the team.

A team lead needs to access the following applications for corresponding activities:

- My Processes
 - Read process information
 - Create note
- My Teams
 - Manage team
 - Forward alerts to team
 - Activate/Deactivate team members
 - Assign alerts to payroll administrators

Activities	Required Authorization Settings
View processes	<p>Authorization Object: P_PYD_INST</p> <ul style="list-style-type: none"> P_PYD_INST – Authorization prefix of payroll processes, followed with an asterisk *. For example, PY10*, PY99*. Authorization prefix is defined when process types or payroll processes are created. P_PYD_IAUT – R (Read Access)
Create notes in steps	<p>Authorization Object: P_PYD_INST</p> <ul style="list-style-type: none"> P_PYD_INST – Authorization prefix of payroll processes, followed with an asterisk *. For example, PY10*, PY99*. Authorization prefix is defined when process types or payroll processes are created. P_PYD_IAUT – L (Create Action Log), H (Display change history)
<ul style="list-style-type: none"> Manage teams Forward alerts to team Activate or deactivate team members Assign alerts to payroll administrators 	<p>Authorization Object: P_PYD_INST</p> <ul style="list-style-type: none"> P_PYD_INST – Authorization prefix of payroll processes, followed with an asterisk *. For example, PY10*, PY99*. Authorization prefix is defined when process types or payroll processes are created. P_PYD_IAUT – A (Manage Team (Team Lead)) P_PYD_IAUT – F (Forward to Team) P_PYD_IAUT – T (Activate/Deactivate Team Member) P_PYD_IAUT – D (Access Result Details Type), O (Change field values of Result Objects) P_PYD_RDT – PYP_MON_ASSIGN_PROCESSOR (Assign Processor)
Enable the OData service of My Processes and My Teams	<p>Authorization Object: S_SERVICE</p> <ul style="list-style-type: none"> SRV_NAME <ul style="list-style-type: none"> R3TR IWSV PYC_PROCESS_MANAGER_SRV 0001 R3TR IWSG PYC_PROCESS_MANAGER_SRV_0001 R3TR IWSV PYC_TEAM_MANAGER_SRV 0001 R3TR IWSG PYC_TEAM_MANAGER_SRV_0001 R3TR IWSV PYC_TEAM_MAINT_SRV 0001 R3TR IWSG PYC_TEAM_MAINT_SRV_0001 SRV_TYPE - Hash value for TADIR object

Related Information

[Sample Roles in Payroll Control Center \[page 718\]](#)

16.2.3.8 Authorization for Auditor (Audit Trail)

Set up authorization for an auditor so that he or she can use Audit Trail to check the action log of Payroll Control Center.

Authorization Settings

Read Action Log

Authorization Object: P_PYD_INST

- P_PYD_INST – Auth. Prefix when generating the process step
- P_PYD_IAUT – H (Display Action Log), R (Read)

View Processes

Authorization Object: P_PYD_INST

- P_PYD_INST – Auth. Prefix when generating the process step or maintained in process type
- P_PYD_IAUT – R (Read), D (Execute RDT)
- P_PYD_RDT - Dummy

Related Information

[Sample Roles in Payroll Control Center \[page 718\]](#)

16.2.3.9 Authorization for Ad Hoc Off-Cycle Requests

To create ad hoc off-cycle requests for an employee, users, such as payroll process managers, must have the authorization to run off-cycle payroll for the employee. Furthermore, authorization control is provided so that the ad hoc off-cycle requests of an employee aren't accessible to all users.

Activities	Required Authorization Settings
View and edit the <i>Basic Pay</i> (0008) infotype and the <i>Organizational assignment</i> (0001) infotype for an employee	Core authorization objects: <ul style="list-style-type: none">• P_ORGIN (HR: Master Data)• (Optional) P_ORGXX (HR: Master Data – Extended Check)
Read the company code for employees	Core authorization object: S_TABU_DIS (Table Maintenance (Using Standard Tools Such as SM30)) <ul style="list-style-type: none">• ACTVT - 03 (Display)• DICBERCLS - FC01 (FI: Org. units)

Activities	Required Authorization Settings
Run ad hoc off-cycle payroll for an employee	<p>Core authorization object: P_PCLX (HR: Clusters)</p> <ul style="list-style-type: none"> AUTHC - R (Read), U (Update) RELID - Cluster ID of payroll results
Access the OData service of My Off-Cycles	<p>Authorization Object: S_SERVICE</p> <ul style="list-style-type: none"> SRV_NAME <ul style="list-style-type: none"> R3TR IWSV PYC_OFF_CYCLE_SRV 0001 R3TR IWSG PYC_OFF_CYCLE_SRV_0001 SRV_TYPE - Hash value for TADIR object
Restricted access to ad hoc off-cycle requests created by others	<p>After an ad hoc off-cycle request for an employee is created in the My Off-Cycles application, only authorized users can view this off-cycle request for this employee. The authorization is controlled by the report Select Employees for Off-Cycle (PYC_OC_SELECT).</p> <div> <p>i Note</p> <p>In order for the report PYC_OC_SELECT to work properly to control users' authorization for employees' ad hoc off-cycle requests, check and make sure that in transaction PFCG, the authorization object P_ABAP (HR: Reporting) for the user's roles is configured properly:</p> <ul style="list-style-type: none"> In the authorization field REPID (ABAP Program Name), PYC_OC_SELECT isn't added. Or, If PYC_OC_SELECT is added in REPID, make sure that the value of the authorization field COARS (Degree of Simplification for Authorization Check) is 1. <p>The report PYC_OC_SELECT uses the Basic Pay (0008) infotype and the Organizational assignment (0001) infotype to check users' authorization for employees' ad hoc off-cycle request. Users with authorization for both infotypes for the employee can see the off-cycle requests for this employee.</p> </div>

i Note

For employees without Infotype 0008, the system checks the authorization object P_PCLX to decide whether the current user has authorization to access the payroll result cluster of the employee.

- Cluster ID (According to table T500L and the country/region of the employee's personnel area)
- Activity: U - Update (Needed for running and saving ad hoc off-cycle payroll in Payroll Control Center)

For more information, see SAP Note [2988983](#).

Related Information

[P_ORGIN \(HR: Master Data\)](#)

[P_ORGXX \(HR: Master Data – Extended Check\)](#)

[S_TABU_DIS \(Table Maintenance Using Standard Tools Such as SM30\)](#)

[P_PCLX \(HR: Clusters\)](#)

[P_ABAP \(HR: Reporting\)](#)

[Creating Ad Hoc Off-Cycle Requests \[page 777\]](#)

16.2.3.10 Authorization for Payroll Control Center Administrator

Set up authorization for the Payroll Control Center administrator so that he or she can carry out administrative tasks for Payroll Control Center. Check the sample role `SAP_HR_PYC_BACKEND_ADMIN` for reference.

The Payroll Control Center Administrator does the following:

- Use the [Admin Transaction Report](#) (`PYC_ADMIN_TRANSACTION`)
- Use other reports of Payroll Control Center, including but not limited to the following:
 - [Generate Process Steps](#) (`PYC_GENERATE_STEP`)
 - [Generate Process Instances](#) (`PYC_GENERATE_PROC_INSTANCE`)
 - [Generate Check Instances with Process Context](#) (`PYC_GENERATE_PROCESS_CONTEXT`)
- Use the supporting reports of Payroll Control Center
- Execute jobs for daemon processes
- Debug daemon processes

Activities	Required Authorization Settings
Carry out administrative tasks for Payroll Control Center	Authorization Object: <code>P_PYD_AAUT</code> <ul style="list-style-type: none">• <code>P_PYD_AAUT</code> - 01(Display), 02 (Maintain), 04 (Start Report), 05 (Daemon Debugging)

Related Information

[Sample Roles in Payroll Control Center \[page 718\]](#)

16.2.3.11 Authorization for Configuration Workbench User

Set up authorization for the Configuration Workbench user so that he or she can display and validate the objects in Configuration Workbench or edit the objects in Configuration Workbench.

Activities	Required Authorization Settings
View and validate the objects in Configuration Workbench	Authorization Object: Authorization for Configuration Workbench (P_PYC_CWB) <ul style="list-style-type: none">P_PYC_CACT – 01 (Display)
View and edit the objects in Configuration Workbench	Authorization Object: Authorization for Configuration Workbench (P_PYC_CWB) <ul style="list-style-type: none">P_PYC_CACT – 02 (Edit)

Related Information

[Sample Roles in Payroll Control Center \[page 718\]](#)

16.2.3.12 Authorization for Manage Configuration Users

Set up authorization for the Manage Configuration users so that they can display and edit the objects in Manage Configuration. Check the sample role SAP_HR_PYC_MANAGE_CONFIG for reference.

Activities	Required Authorization Settings
View the validation rules in Manage Configuration	Authorization Object: Authorization for Manage Configuration (P_PYT_CFG) <ul style="list-style-type: none">P_PYT_CAT – VR (Validation Rule)P_PYT_AUT – 01 (Display)
Edit the validation rules in Manage Configuration	Authorization Object: Authorization for Manage Configuration (P_PYT_CFG) <ul style="list-style-type: none">P_PYT_CAT – VR (Validation Rule)P_PYT_AUT – 02 (Edit)
View the KPIs in Manage Configuration	Authorization Object: Authorization for Manage Configuration (P_PYT_CFG) <ul style="list-style-type: none">P_PYT_CAT – KP (KPI)P_PYT_AUT – 01 (Display)
Edit the KPIs in Manage Configuration	Authorization Object: Authorization for Manage Configuration (P_PYT_CFG) <ul style="list-style-type: none">P_PYT_CAT – KP (KPI)P_PYT_AUT – 02 (Edit)

Activities	Required Authorization Settings
View the analytics in Manage Configuration	<p>Authorization Object: Authorization for Manage Configuration (P_PYT_CFG)</p> <ul style="list-style-type: none"> • P_PYT_CAT – AN (Analytics) • P_PYT_AUT – 01 (Display)
Edit the analytics in Manage Configuration	<p>Authorization Object: Authorization for Manage Configuration (P_PYT_CFG)</p> <ul style="list-style-type: none"> • P_PYT_CAT – AN (Analytics) • P_PYT_AUT – 02 (Edit)
View the analytics designers in Manage Configuration	<p>Authorization Object: Authorization for Manage Configuration (P_PYT_CFG)</p> <ul style="list-style-type: none"> • P_PYT_CAT – DN (Analytics Designer) • P_PYT_AUT – 01 (Display)
Edit the analytics designers in Manage Configuration	<p>Authorization Object: Authorization for Manage Configuration (P_PYT_CFG)</p> <ul style="list-style-type: none"> • P_PYT_CAT – DN (Analytics Designer) • P_PYT_AUT – 02 (Edit)
Preview program output for analytics designers in Manage Configuration	<p>Authorization Object: ABAP: program run checks (S_PROGRAM)</p> <ul style="list-style-type: none"> • P_GROUP – Technical name of the program assigned to the analytics designer. <div> <p>⚠ Caution</p> <p>Specify the program technical names instead of using asterisk "*". Otherwise, users might have the authorization to execute programs that they aren't expected to execute.</p> </div> <ul style="list-style-type: none"> • P_ACTION – BTCSUBMIT
Access the OData services of Manage Configuration	<p>Authorization Object: S_SERVICE</p> <ul style="list-style-type: none"> • SRV_NAME <ul style="list-style-type: none"> • R3TR IWSV PYC_CFG_SRV 0001 • R3TR IWSG PYC_CFG_SRV_0001 • R3TR IWSV PYC_CFG_VR_SRV 0001 • R3TR IWSG PYC_CFG_VR_SRV_0001 • R3TR IWSV PYC_KPI_CONFIG_1_SRV 0001 • R3TR IWSG PYC_KPI_CONFIG_1_SRV_0001 • R3TR IWSV PYC_DNG_CONFIG_1_SRV 0001 • R3TR IWSG PYC_DNG_CONFIG_1_SRV_0001 • R3TR IWSV PYC_CFG_ANALYTICS_SRV 0001 • R3TR IWSG PYC_CFG_ANALYTICS_SRV_0001 • SRV_TYPE - Hash value for TADIR object

16.2.4 Running the Admin Transaction Report

Use the *Admin Transaction Report* (PYC_ADMIN_TRANSACTION) to perform various administrative tasks for Payroll Control Center. For example, you can specify which predefined daemon jobs are to be run, at what frequency, and using the authorization of which batch user.

Prerequisites

- You have the authorization to run the *Admin Transaction Report* (PYC_ADMIN_TRANSACTION). For information, see [Authorization for Payroll Control Center Administrator \[page 686\]](#).
- You have the authorization to schedule a batch job for the daemon user in authorization object S_BTCH_NAM. A job can be executed in the background under various user names. For security reasons, the authorization object S_BTCH_NAM checks whether you're authorized to schedule a job to be executed in the background using the authorization of another user (the so-called "authorization user"). For example, a dialog user such as a payroll administrator in the Payroll Control Center applications mustn't have too many authorizations but must at least be able to trigger jobs. The jobs are then performed in the background by a batch user who has many authorizations that the dialog user mustn't have. For more information, see [Defining Users for Background Processing](#).
- The batch user that you maintain in the report must have authorization have the authorization for running the reports included in the process steps.

Context

Configure Admin Transaction Report before a user starts creating processes in Manage Processes and starting processes in My Processes.

Make sure that all the lights on the left are green. Red lights mean that something has gone wrong and requires your attention.

Procedure

1. [Access Admin Transaction Report \[page 690\]](#)
2. [Maintain Batch User Name for Daemon Jobs \[page 691\]](#)

A daemon job is a program running in the background without requiring user input. When a payroll manager presses a button in Process Management to trigger a system activity, for example, to run payroll, the predefined daemon jobs run in the background at the predefined frequency to ensure that payroll is run.
3. [Maintain Recurrence for Daemon Jobs \[page 691\]](#)

A daemon report works like a web server. After being scheduled, it periodically detects the processing request and calls the predefined procedure to process the request.

4. [Maintain Recurrence for Event Handler Jobs \[page 693\]](#)
Define the recurrence of event handler jobs. The event handler identifies relevant master data changes in infotypes and validates these changes against the defined policies by automatically restarting a shadow process only for the employees with changes.
5. [Maintain Recurrence for Regular Wrap-Up Jobs \[page 694\]](#)
Once you register the wrap-up jobs in the Admin Transaction Report, the daemon automatically starts the wrap-up jobs using the report `PYD_REGULAR_WRAP_UP` at the defined frequency. The purpose of these wrap-up jobs is to delete temporary data that has been produced during the use of the Payroll Control Center.
6. [Maintain User List for Master Data Maintenance \[page 695\]](#)
Maintain "super" user list for master data maintenance even if the control record is Released for Payroll. If payroll control record is locked, the users in the list have authorization to change master data.
7. [Generate General Process ID for HR Process Workbench \[page 695\]](#)
The general process ID is used by the ERP HCM system to integrate Payroll Control Center with HR Process Workbench (transactions PEST and PUST). A dummy process model SAPXXPCC is used for the interaction between Payroll Control Center and HR Process Workbench. The process ID generated here is used for the run instance for this dummy process model.
8. [Maintain Database Access Option \[page 696\]](#)
Some database system (for example, MaxDB) has low performance when dealing with multiple JOINS, so the option with alternative SQL statement using EXISTS instead of JOIN is provided.
9. [Maintain General Settings \[page 697\]](#)
The payroll process manager can upload documents for the current active step of a process by choosing [Notes](#) and then clicking the Upload icon in the My Processes application. You maintain general settings to allow or forbid document upload and define maximum file size for document upload.
10. [Maintain Lock Entries \[page 698\]](#)

16.2.4.1 Access Admin Transaction Report

Procedure

On the SAP Easy Access Menu, choose ► [Human Resources](#) ► [Payroll](#) ► [International](#) ► [Tools](#) ► [Payroll Control Center](#) ► [Admin Transaction Report](#) .

Alternatively, you can use the transaction code `PYC_ADM_TRANSACTION` to access the report.

Task overview: [Running the Admin Transaction Report \[page 689\]](#)

Next task: [Maintain Batch User Name for Daemon Jobs \[page 691\]](#)

16.2.4.2 Maintain Batch User Name for Daemon Jobs

A daemon job is a program running in the background without requiring user input. When a payroll manager presses a button in Process Management to trigger a system activity, for example, to run payroll, the predefined daemon jobs run in the background at the predefined frequency to ensure that payroll is run.

Procedure

1. Choose [Maintain Batch User Name for Daemon Jobs](#) in the left panel.
2. Define the user name using whose authorization the daemon jobs are to be run.

The batch user name you specify here must have the authorization for running all the reports included in the Payroll Control Center process steps. The batch user is used for scheduling all the batch processing programs started by the daemon report (PYD_DAE_PROCESS) which is scheduled by this report in the next step. Therefore, it's suggested that you create a non-dialog user in order not to interfere with the user's daily work.

i Note

If you want to change the batch user, you must stop daemon jobs first under [Maintain Recurrence for Daemon Jobs](#).

Task overview: [Running the Admin Transaction Report \[page 689\]](#)

Previous task: [Access Admin Transaction Report \[page 690\]](#)

Next task: [Maintain Recurrence for Daemon Jobs \[page 691\]](#)

16.2.4.3 Maintain Recurrence for Daemon Jobs

A daemon report works like a web server. After being scheduled, it periodically detects the processing request and calls the predefined procedure to process the request.

Procedure

1. Choose [Maintain Recurrence for Daemon Jobs](#) in the left panel.
2. In the [Recurrence](#) field, define the recurrence of daemon jobs.

It's suggested that you set a short interval, for example, 1 minute.

The daemon jobs are processed by the [Payroll Data Source Framework Use Case Processing](#) (PYD_DAE_PROCESS) report.

3. Specify whether you want to enable the *Busy Waiting* function.

Busy waiting improves the system response time in terms of asynchronous processing in Payroll Control Center but mainly blocks one batch job process on the application server. You can decide whether to select this option based on the specific situation.

- If you select *Busy Waiting*, it means that the daemon job is a recurring job, but during its run time, the daemon job is active in an endless loop, waits for input, and immediately reacts if any new request occurs to be processed.

In the busy waiting mode, make sure that the recurrence is no bigger than 10 Minutes.

In addition, you can set the waiting time for daemon jobs to process another request in the supporting report PYD_SUPPORT_DAE_SETTINGS.

- If busy waiting isn't selected, the daemon only processes one daemon request once, which means you have to wait for another interval of the recurrence time before the next daemon request is processed.

4. In the *Timeout for Recheck (Seconds)* field, enter a value slightly bigger than the time required for executing the jobs required for the validation or recheck of an alert.

When the payroll administrator validates an alert by choosing the *Validate* button, if the background jobs take longer than the defined recheck timeout value to respond, the system prompts an error.

i Note

The timeout value applies to the *batch user* rather than the user who modifies the timeout value. Therefore, it takes effect when a daemon job is running in the background using the batch user's authorization.

5. In the daemon job table, if you see other entries than PYD_DAE_PROCESS in the table, stop the extra entries as they reflect an inconsistent system setup.

The content of the table is determined by the system based on an analysis of the currently planned jobs having PYD_DAE_PROCESS as one step.

The table has more than one entry if other jobs have been manually scheduled using transaction SM36 or SE38.

Use the *Start* or *Stop* button to start or stop a selected daemon job.

Task overview: [Running the Admin Transaction Report \[page 689\]](#)

Previous task: [Maintain Batch User Name for Daemon Jobs \[page 691\]](#)

Next task: [Maintain Recurrence for Event Handler Jobs \[page 693\]](#)

16.2.4.4 Maintain Recurrence for Event Handler Jobs

Define the recurrence of event handler jobs. The event handler identifies relevant master data changes in infotypes and validates these changes against the defined policies by automatically restarting a shadow process only for the employees with changes.

Context

Field / Checkbox	Action	Comments
Recurrence	Define the frequency of event handler jobs.	Master data changes during this period are picked up and processed. You can determine the recurrence period based on the business case, for example, how frequently the validations detect new alerts.
Start / Stop	Start or stop an event handler job.	
	In the configuration of Process/Process Type, the field Enable Event Handler is provided for monitoring and team monitoring processes and process types. In Admin Transaction Report, you can further decide to activate which of these event-handler-enabled processes. By default, all monitoring and team monitoring payroll processes enabled for event handler are activated.	The scheduled event handler job excludes those processes in inactive status.

Procedure

1. Choose [Maintain Recurrence for Event Handler Jobs](#) in the left panel.
2. In the [Recurrence](#) field, define the recurrence of event handler jobs.

Master data changes during this period are picked up and processed.

You can determine the recurrence period based on the business case, for example, how frequently the validation detects new alerts.
3. Use the [Start](#) or [Stop](#) button to start or stop a selected event handler job.

The standard delivery provides the event handler job `SAP_STD_EH_FOR_ALL_PROCESS` to pick up all event handler items for all event handler supported processes.
4. Manage the activation status of event handler for event handler enabled processes.

In the configuration of Process/Process Type, the field [Enable Event Handler](#) is provided for monitoring and team monitoring processes and process types. In Admin Transaction Report, you can further decide to activate which of these event-handler-enabled processes.

By default, all monitoring and team monitoring payroll processes enabled for event handler are activated.

The scheduled event handler job excludes those processes in inactive status.

For more information about the event handler, see [Event Handler \[page 609\]](#).

Task overview: [Running the Admin Transaction Report \[page 689\]](#)

Previous task: [Maintain Recurrence for Daemon Jobs \[page 691\]](#)

Next task: [Maintain Recurrence for Regular Wrap-Up Jobs \[page 694\]](#)

16.2.4.5 Maintain Recurrence for Regular Wrap-Up Jobs

Once you register the wrap-up jobs in the Admin Transaction Report, the daemon automatically starts the wrap-up jobs using the report `PYD_REGULAR_WRAP_UP` at the defined frequency. The purpose of these wrap-up jobs is to delete temporary data that has been produced during the use of the Payroll Control Center.

Procedure

1. Choose [Maintain Recurrence for Regular Wrap-Up Jobs](#) in the left panel.
2. In the [Recurrence](#) field, define the recurrence of regular wrap-up jobs.

Define the recurrence of regular wrap-up jobs. Make sure that the recurrence isn't too short.

The `PYD_REGULAR_WRAP_UP` report starts individual jobs for the following reports:

Report Name	Purpose of the Report
PYC_EVENT_HANDLER_REORG	Deletes event handler data or event handler logs that are older than a predefined period.
PYD_DAE_REGS_REORG	Deletes daemon registrations (use cases and events) that have already been processed by the regular daemon jobs.
PYD_SHADOWS_REORG	Deletes finished and inconsistent shadow processes that are older than a predefined period. "Shadows" are used to hold information about selection objects (for example PERNRs) that can be used to start a process step instance for a subset of the original selection.
PYD_RC_SHADOW_REORG	Cleans up the status of the recheck shadow processes and provides input for the <code>PYD_SHADOWS_REORG</code> report.
PYD_DELETE_EXPIRED_SESSIONS	Deletes expired user sessions.

For more information about shadow processes, see [Shadow Process \[page 611\]](#).

Task overview: [Running the Admin Transaction Report \[page 689\]](#)

Previous task: [Maintain Recurrence for Event Handler Jobs \[page 693\]](#)

Next task: [Maintain User List for Master Data Maintenance \[page 695\]](#)

16.2.4.6 Maintain User List for Master Data Maintenance

Maintain "super" user list for master data maintenance even if the control record is Released for Payroll. If payroll control record is locked, the users in the list have authorization to change master data.

Procedure

1. Choose [Maintain User List for Master Data Maintenance](#) in the left panel.
2. Enter the user names.

This user is required in special cases for productive payroll process. In productive payroll, typically a user has to release the payroll control record before starting productive payroll. However, in the subsequent Initiate Policies step in Payroll Control Center, there might be alerts for some employees. In this case, it's necessary to modify the master data of employees with check alerts even though the current payroll control record is locked.

By default, the payroll administrators that are assigned to handle the alerts automatically have the authorization to correct master data when payroll control record is locked.

The reason for maintaining additional users in this activity is for cases when the master data change for employees with check alerts is done in a third-party system. For example, if a user changes master data in Employee Central, those changes are replicated to the ERP HCM system through the API of master data framework with a special user named WF_BATCH (for example). By adding such user names in this activity, they're also authorized to modify master data when the current payroll control record is locked.

Task overview: [Running the Admin Transaction Report \[page 689\]](#)

Previous task: [Maintain Recurrence for Regular Wrap-Up Jobs \[page 694\]](#)

Next task: [Generate General Process ID for HR Process Workbench \[page 695\]](#)

16.2.4.7 Generate General Process ID for HR Process Workbench

The general process ID is used by the ERP HCM system to integrate Payroll Control Center with HR Process Workbench (transactions PEST and PUST). A dummy process model SAPXXPCC is used for the interaction

between Payroll Control Center and HR Process Workbench. The process ID generated here is used for the run instance for this dummy process model.

Context

Using the general process ID, all reports (standard reports as well as customer reports) that have been enabled for the HR process management are able to pass their status information (error status of selection objects and workflow container) to Payroll Control Center.

Procedure

1. Choose [Generate General Process ID for HR Process Workbench](#) in the left panel.
2. Choose [Generate](#).

Reports that support the HR Process Workbench status notification are automatically integrated with Payroll Control Center, and their error notifications are caught by Payroll Control Center and used in step error details in Payroll Control Center.

Task overview: [Running the Admin Transaction Report \[page 689\]](#)

Previous task: [Maintain User List for Master Data Maintenance \[page 695\]](#)

Next task: [Maintain Database Access Option \[page 696\]](#)

16.2.4.8 Maintain Database Access Option

Some database system (for example, MaxDB) has low performance when dealing with multiple JOINS, so the option with alternative SQL statement using EXISTS instead of JOIN is provided.

Procedure

1. Choose [Maintain Database Access Option](#) in the left panel.
2. Select the database access option.

The default option is to use JOIN in SQL.

Task overview: [Running the Admin Transaction Report \[page 689\]](#)

Previous task: [Generate General Process ID for HR Process Workbench \[page 695\]](#)

Next task: [Maintain General Settings \[page 697\]](#)

16.2.4.9 Maintain General Settings

The payroll process manager can upload documents for the current active step of a process by choosing [Notes](#) and then clicking the Upload icon in the My Processes application. You maintain general settings to allow or forbid document upload and define maximum file size for document upload.


Procedure

1. Choose [Maintain General Settings](#) in the left panel.
2. Specify whether to allow document upload and the maximum file size for document upload.
3. Specify a maximum number of rows that are allowed for download in [Alert History](#).
4. Specify whether to always use the user's logon language (instead of the batch user's logon language) to display the texts of the [Key Indicator](#) and [Details](#) columns in My Alerts.

This setting is relevant only to the [Key Indicator](#) and [Details](#) columns of validation rules created in Manage Configuration. When validation rules are defined in Manage Configuration, the definition of Key Indicator or Details line 1-3 could contain language-dependent expressions, for example, `TEXT` or `TableValue` function. By default, the texts for Key Indicators or Details in My Alerts are displayed using the batch user's logon language rather than the logon language of the user in My Alerts.

You use the checkbox to change this default behavior. For more information, see [3288742](#) .

Next Steps

After you enable document upload in general settings, you can use the Customizing activity [Define Allowed MIME Types for Document Upload](#) under [Payroll: International](#) [Payroll Control Center](#) [Payroll Control Center Configuration Simplification](#)  to define the allowed file types for document upload.

Task overview: [Running the Admin Transaction Report \[page 689\]](#)

Previous task: [Maintain Database Access Option \[page 696\]](#)

Next task: [Maintain Lock Entries \[page 698\]](#)

16.2.4.10 Maintain Lock Entries

Procedure

1. Choose [Maintain Lock Entries](#) in the left panel.
2. Maintain lock entries to make the objects locked by someone to be editable by others.

Lock Entry	Description
Manage Teams	<p>When a user uses the Manage Teams app to configure teams for handling alerts for a Team Monitoring process, the process is locked by this user, and nobody else can configure teams for this same process.</p> <p>If the first user leaves without saving the configuration, you might be requested to delete the lock entry for the process, so that another user can edit teams for the same process.</p>
Manage Policies	<p>When a user uses the Manage Policies app to configure a policy, the policy is locked and nobody else can edit it. You can assign the policy to another user that has the proper authorization.</p> <div><p>i Note</p><ul style="list-style-type: none">• Any change must be saved before it can take effect. Once you assign the object to another user and save the change, the names in the In Process By columns are changed to the new user.• The assigned user must have the authorization for the policy in Manage Policies. See Authorization for Policy Creator (Manage Policies) [page 676].</div>
Manage Processes	<p>When a user uses the Manage Processes app to configure a process, the process is locked and nobody else can edit it. You can assign the process to another user that has the proper authorization.</p> <div><p>i Note</p><ul style="list-style-type: none">• Any change must be saved before it can take effect. Once you assign the object to another user and save the change, the names in the In Process By columns are changed to the new user.• The assigned user must have the authorization for the process in Manage Processes. See Authorization for Process Creator (Manage Processes) [page 676].</div>
Validation Rule	<p>When a user uses the Manage Configuration app to configure a validation rule, the validation rule is locked and nobody else can edit it. You can assign the validation rule to another user that has the proper authorization.</p> <div><p>i Note</p><ul style="list-style-type: none">• Any change must be saved before it can take effect. Once you assign the object to another user and save the change, the names in the In Process By columns are changed to the new user.</div>

Lock Entry	Description
	<ul style="list-style-type: none"> The assigned user must have the authorization for the validation rule in Manage Configuration. See Authorization for Manage Configuration Users [page 687].
KPI	<p>When a user uses the Manage Configuration app to configure a KPI, the KPI is locked and nobody else can edit it. You can assign the KPI to another user that has the proper authorization.</p> <div> <p>i Note</p> <ul style="list-style-type: none"> Any change must be saved before it can take effect. Once you assign the object to another user and save the change, the names in the <i>In Process By</i> columns are changed to the new user. The assigned user must have the authorization for the KPI in Manage Configuration. See Authorization for Manage Configuration Users [page 687]. </div>
Analytics Designer	<p>When a user uses the Manage Configuration app to configure an analytics designer, the analytics designer is locked and nobody else can edit it. You can assign the analytics designer to another user that has the proper authorization.</p> <div> <p>i Note</p> <ul style="list-style-type: none"> Any change must be saved before it can take effect. Once you assign the object to another user and save the change, the names in the <i>In Process By</i> columns are changed to the new user. The assigned user must have the authorization for the analytics designer in Manage Configuration. See Authorization for Manage Configuration Users [page 687]. </div>

3. Save your changes.

Task overview: [Running the Admin Transaction Report \[page 689\]](#)

Previous task: [Maintain General Settings \[page 697\]](#)

16.2.5 Managing Daemon Jobs Centrally for Payroll Control Center

As of release EA-HRRXX 608 SPB2, you can use the Central Daemon Report of Payroll Control Center (PYC_CENTRAL_DAEMON) to trigger the daemon processes of different systems and clients on demand from a central system and client.

It takes system resources to run daemon jobs that are set up in Admin Transaction Report (PYC_ADMIN_TRANSACTION) in Payroll Control Center. If you have daemon jobs in different systems or different clients, it is recommended that you set up a central system for managing the daemon jobs of different systems. In other words, a system should either have its daemon jobs scheduled in the Admin Transaction Report or be managed by a central daemon system.

You use the Central Daemon Report to specify the following:

- Central daemon system
Specify whether the current system is the central system for managing other systems.
Remove the current central daemon system.
- Managed daemon systems
Specify which systems are managed by the central daemon system for triggering and monitoring daemon jobs.
Remove the managed daemon systems from the central daemon system.
- Recurrence of central daemon monitor job
Specify the recurrence at which central daemon monitor job is to be run.
The central daemon monitor job monitors and, when needed, triggers the daemon jobs of managed systems.

Make sure that all the indicators in the left panel are green on the report UI. Red lights mean that something has gone wrong and requires your attention.

i Note

If a central daemon system is a Production system, the managed daemon systems must also be Production systems. Similarly, a Production system can only be managed by a Production central daemon system.

16.2.5.1 Authorization for Central Daemon Report

Different types of users are involved when you use the Central Daemon Report (PYC_CENTRAL_DAEMON) to manage daemon jobs of different systems centrally. For different activities in this report, relevant users' authorizations are required.

Type of User	When Is Authorization Checked	Required Authorization Settings
You (report user)	When you access the Central Daemon Report (PYC_CENTRAL_DAEMON)	<ul style="list-style-type: none">• Authorization Object P_PYD_AAUT:P_PYD_AAUT - 01(Display), 02 (Maintain)• S_BTCH_ADM: BTCADMIN = 'Y' // Start or stop daemon monitor job• S_RFC_ADM ID: ACTVT = '03' RFCDEST = <the destination of Managed Daemon System>
Logon User The logon user and the auth user of the managed daemon system are displayed in <i>Maintain Managed Daemon Systems</i> of this report.	When you maintain managed daemon systems The logon user is defined in transaction SM59 for the RFC destination and is used for connecting to the destination.	<ul style="list-style-type: none">• S_BTCH_ADM: BTCADMIN = 'Y' // Start or stop daemon job in the managed daemon system• S_BTCH_NAM: BTCUNAME = <Authorization user> // Create daemon job for the authorization user• P_PYD_AAUT: P_PYD_AAUT= '01' and '02' //Read and update daemon settings

Type of User	When Is Authorization Checked	Required Authorization Settings
<p>Authorization User</p> <p>The logon user and the auth user of the managed daemon system are displayed in Maintain Managed Daemon Systems of this report.</p>	<p>Not checked in the Central Daemon Report.</p> <p>The authorization user is the batch user for the managed daemon system defined in Admin Transaction Report (PYC_ADMIN_TRANSACTION).</p>	<p>Authorization of the auth user isn't checked in the Central Daemon Report, but is checked in the Admin Transaction Report in the corresponding system. See Maintain Batch User Name for Daemon Jobs [page 691].</p>
<p>User</p> <p>You specify the user under whose authorization the central daemon monitor job is run.</p>	<p>When you maintain recurrence for central daemon monitor job</p>	<p>The user you maintain in Maintain Recurrence for Central Daemon Monitor Job of the Central Daemon Report must have the authorization to start or stop the central daemon monitor job in the central daemon system in the authorization object S_RFC_ADM:</p> <ul style="list-style-type: none"> ACTVT: '03' RFCDEST: <the destination of managed daemon system>

16.2.5.2 Maintain Central Daemon System

Using a central daemon system to manage daemon jobs of different Payroll Control Center systems can trigger daemon jobs based on demand and save system resources.

Prerequisites

You have the authorization to run the Central Daemon Report of Payroll Control Center (PYC_CENTRAL_DAEMON). For information, see [Authorization for Central Daemon Report \[page 700\]](#).

Procedure

1. Log on to the system and client that you want to use as the central daemon system for managing the daemon jobs of other systems and clients.
2. In transaction SE38, enter the program PYC_CENTRAL_DAEMON and choose Execute.
3. In the edit mode, choose [Maintain Central Daemon System](#) and select the checkbox to specify the current system as the central daemon system.

The icon before the text Maintain Central Daemon System in the left panel is green if the current system is marked as the central daemon system.

4. Save your changes.

16.2.5.3 Maintain Managed Daemon Systems

Maintain a list of managed daemon systems to be controlled by the central daemon system of Payroll Control Center

Prerequisites

To add managed daemon systems and manage their daemon jobs centrally for Payroll Control Center, make sure the following conditions are met:

- The RFC connection between the central daemon system and the managed daemon system has been defined in transaction SM59.
- A batch user has been defined for the daemon job in the *Admin Transaction Report* in *Maintain User Name for Batch Processing* in the managed daemon system.
For information, see [Maintain Batch User Name for Daemon Jobs \[page 691\]](#).
- If the daemon job of the managed daemon system is already started in the *Admin Transaction Report* (PYC_ADMIN_TRANSACTION) in *Maintain Recurrence for Daemon Jobs*, make sure you stop the daemon job in the managed daemon system.
For information, see [Maintain Recurrence for Daemon Jobs \[page 691\]](#).
- These systems are not managed by any other central daemon system. To check whether a system is managed by a central daemon system, log on to that system, access the *Admin Transaction Report*, and choose *Maintain Recurrence for Daemon Jobs*. If it's already managed by a central daemon system, you see the message on the screen.
For information, see [Maintain Recurrence for Daemon Jobs \[page 691\]](#).

Procedure

1. Log on to the central daemon system.
2. In transaction SE38, enter the program PYC_CENTRAL_DAEMON and choose Execute.
3. In the edit mode, choose *Maintain Managed Daemon Systems*, choose *New*, and then select a system from the value help.

The list of systems in the value help comes from the ABAP destinations in transaction SM59 (Configuration of RFC Connections).

Column Title	Description
Status	<p>If the status is not green, check the information in the Message column. Make sure that the status is green for each managed daemon system in the list so that they can be managed by the central daemon system.</p> <p>Possible statuses are the following:</p> <ul style="list-style-type: none"> • Green circle The managed daemon system is saved and running without error. • Red rectangle with a lightning The managed daemon system is saved but running with errors. • Blue diamond The managed daemon system is not saved and no error is found. • Red circle The managed daemon system can't be saved due to errors.
System and Description	<p>The System column shows the system name followed by the client number, for example, EHRCLNT003. The system and description are defined in the RFC connection in transaction SM59.</p> <p>If the daemon jobs of the managed daemon system are already up and running as configured in the Admin Transaction Report (PYC_ADMIN_TRANSACTION) in the managed daemon system, then the central daemon system can't control the managed daemon system even if it's added to the list here. For more information, see Maintain Batch User Name for Daemon Jobs [page 691].</p> <p>A system can only be managed by one central daemon system. In other words, if a system is already managed by a central daemon system, you can't add it under another central daemon system.</p>
Logon User	The user that's connected to the managed daemon system. The logon user is defined in the RFC connection in transaction SM59.
Auth User	<p>This is the same user that you see in the Batch User field in Maintain User Name for Batch Processing in the Admin Transaction Report (PYC_ADMIN_TRANSACTION) in the managed daemon system.</p> <p>The daemon jobs of the managed daemon system are run using the authorization of this user.</p>
Message	The Message column shows explanatory information for the Status column.

4. Save your changes.

16.2.5.4 Maintain Central Daemon Monitor Job

Schedule and start the central daemon monitor job so that it monitors the daemon jobs of the managed daemon systems centrally and triggers the daemon job in relevant daemon system on demand.

Procedure

1. Log on to the central daemon system.
2. In transaction SE38, enter the program `PYC_CENTRAL_DAEMON` and choose Execute.
3. In the Central Daemon Report, choose *Maintain Recurrence for Central Daemon Monitor Job* and enter the following information:

Field	Description
User	The user must have the authorization to start or stop the central daemon monitor job in the central daemon system in the authorization object <code>S_RFC_ADM</code> : <ul style="list-style-type: none">• ACTVT: '03'• RFCDEST: <the destination of Managed Daemon System> For more information, see Authorization for Central Daemon Report [page 700] .
Recurrence	A daemon report is like a web server. After being scheduled, it periodically detects the processing request and calls the predefined procedure to process the request. Define the recurrence of the central daemon monitor job (<code>PYD_DAE_CENTRAL_MONITOR</code>). It is suggested that you set a short interval, for example, 1 minute.

4. Choose Start.

You see an entry `PYD_DAE_CENTRAL_MONITOR` in the table.

The *Schedule User* column shows the user who defined the recurrence of the central daemon monitor job.

The User column shows the user that you entered in the previous step.

Results

The central daemon system queries the daemon status in the managed daemon systems at predefined intervals and takes different actions in different scenarios:

Daemon Status of Managed Daemon System	Central Daemon Report Does the Following
Daemon jobs are running	Does nothing

Daemon Status of Managed Daemon System	Central Daemon Report Does the Following
Daemon jobs are not running and there are no processing requests. A processing request for the daemon job can be, for example, when a step has been started and requires a daemon job to call the predefined procedure.	Does nothing
Daemon jobs are not running and at least one daemon use case is waiting for execution	Schedules a daemon job for the managed daemon system
Can't connect with the managed daemon system	Schedules a daemon job for the managed daemon system

16.2.5.5 Remove Managed Daemon Systems

You might need to remove a managed daemon system from the Central Daemon Report because you want to manage that system from a different central daemon system or because you want to manage the daemon job of that system independently.

Procedure

1. Log on to the central daemon system.

You can check which central system is managing the daemon job of the managed daemon system by logging on to the managed daemon system and checking the Admin Transaction Report ((PYC_ADMIN_TRANSACTION). For information, see [Maintain Central Daemon System \[page 701\]](#).

2. In transaction SE38, enter the program PYC_CENTRAL_DAEMON and choose Execute.
3. Choose [Maintain Managed Daemon Systems](#), select the system from the list, and then choose [Delete](#).

i Note

Choosing the Delete function doesn't delete the managed daemon system immediately but sets a DELETE flag in the internal table. The managed daemon system isn't actually removed yet.

4. Save your changes.

After you choose Save, the managed daemon system is removed.

Results

The daemon job of the removed system is no longer being managed, neither by a central daemon system nor by its own system.

Next Steps

After you remove a managed daemon system, make sure that you do one of the following:

- Log on to that system and maintain the batch user and the recurrence of daemon jobs in the Admin Transaction Report (PYC_ADMIN_TRANSACTION). See [Maintain Recurrence for Daemon Jobs \[page 691\]](#).
- Log on to another central daemon system, if there is one, for Payroll Control Center, and add the removed system to the list of managed daemon systems. See [Maintain Central Daemon System \[page 701\]](#).

16.2.5.6 Remove Central Daemon System

It is recommended that you manage daemon jobs of different systems for Payroll Control Center from a central daemon system to save system resources. However, you might want to remove a current central daemon system or change your central daemon system based on your needs because of system landscape changes.

Procedure

1. Log on to the central daemon system.
2. In transaction SE38, enter the program PYC_CENTRAL_DAEMON and choose Execute.
3. In [Maintain Recurrence for Central Daemon Monitor Job](#), stop the central daemon monitor job.
4. In [Maintain Managed Daemon Systems](#), remove all managed daemon systems from the list.
5. In [Maintain Central Daemon System](#), deselect the checkbox for using the current system as central daemon system and save your changes.

Results

The icon before the text [Maintain Central Daemon System](#) in the left panel becomes red, meaning that the current system isn't a central daemon system for Payroll Control Center.

Next Steps

After you remove a central daemon system, make sure that you do one of the following:

- Log on to another central daemon system, if there is one, for Payroll Control Center, and add the removed system to the list of managed daemon systems. See [Maintain Recurrence for Daemon Jobs \[page 691\]](#).
- If you don't have a central daemon system to manage other systems, log on to each system that was managed by the central system and maintain the batch user and the recurrence of daemon jobs in the Admin Transaction Report (PYC_ADMIN_TRANSACTION). See [Maintain Recurrence for Daemon Jobs \[page 691\]](#).

16.2.6 Standard Delivery of Payroll Control Center

In most cases, you don't need to create an object from scratch. The SAP standard delivery includes sample objects that can be used as base. We strongly recommend that you copy from these sample objects and make your own changes based on your needs. Don't use the sample objects directly, because if you use them directly, later changes by SAP to these pre-delivered objects will cause inconsistency or errors in your system.

[Sample Validation Rules in Payroll Control Center \[page 707\]](#)

Learn about the list of sample validation rules for checking employee's salary data and payroll run status in Payroll Control Center.

[Sample Root Cause Analyses \[page 708\]](#)

Payroll Control Center provides a list of root cause analyses in the standard delivery. If the sample root cause analyses don't meet your customized requirements, it's recommended that you use analytics designer in Manage Configuration to create your root cause analyses.

[Sample Analytics Charts in Payroll Control Center \[page 710\]](#)

Learn about the sample analytics charts included in the standard delivery of Payroll Control Center.

[Sample Step Templates in Payroll Control Center \[page 712\]](#)

Learn about the list of sample step templates in Payroll Control Center. These sample steps cover the pre-payroll, regular payroll, and post-payroll activities.

[Sample Process Types in Payroll Control Center \[page 717\]](#)

Learn about the sample process types for different process categories in Payroll Control Center. You can refer to the step assignment, step configuration (parameters, programs, and variants), and policy type assignment in the standard delivery if you create your own process types.

[Sample Roles in Payroll Control Center \[page 718\]](#)

Payroll Control Center provides a list of sample roles in the standard delivery. You can copy the sample roles, generate profiles, and assign roles to corresponding users. You can check the authorization of these sample roles in transaction *Role Maintenance* (PFCG): Display a sample role, choose the *Authorizations* tab, and then in the section *Edit Authorization Data and Generate Profiles*, choose *Display Authorization Data*.

[Default Logic Implementation \[page 720\]](#)

Default logic implementations are provided to support out-of-the-box validation rule and KPI configuration. Value help in Manage Configuration application is enabled by default.

16.2.6.1 Sample Validation Rules in Payroll Control Center

Learn about the list of sample validation rules for checking employee's salary data and payroll run status in Payroll Control Center.

i Note

The sample objects in Payroll Control Center are provided for reference. They don't cover all business scenarios. You're recommended to copy from the sample objects and make your own changes based on your needs.

Don't use the sample objects directly, because if you use them directly, later changes by SAP to these predelivered objects cause inconsistency or errors in your system.

Sample Validation Rule	Description
PYD_SAMPLE_AMT_GT_CHK (Check Wage Type /559 Greater than 100000 (Process Context Enable))	Gives an alert for each employee whose payment (wage type / 559) is greater than 100,000.
PYD_SAMPLE_CHECK_REJECTED_EES (Sample Check implementation - Find Payroll-Rejected Employee List)	Gives an alert for each employee who is rejected from the payroll run.
PYD_SAMPLE_COMPARE_GT_CHK (Compare Current and Previous Wage Type /101 Difference Greater than 1000 (Sample))	Gives an alert for each employee whose total gross (wage type /101) has a difference of greater than 1,000 between the current payroll period and the previous wage type.
PYD_SAMPLE_COUNTRY_KEY_CHK (Check the Country Key between ITO006 and Personnel area (Process Content Enable))	Gives an alert for each employee whose country/region attribute in the Addresses (0006) infotype is inconsistent with the personnel area of the payroll process.
PYD_SAMPLE_NET_GT_CHK (Wage Type /550 Check Greater than 10000 (Sample))	Gives an alert for each employee whose statutory net salary (wage type / 550) is greater than 10,000.
PYD_SAMPLE_OC_AMT_GT_CHK (Wage Type /559 Check Greater than Values in Off-cycle Process (Sample))	Gives an alert for each employee whose statutory net salary (wage type / 559) is greater than a specified value in the off-cycle process.
PYC_SAMPLE_SIM_POSTING_REJ_EES (Posting Simulation Rejected Employees)	Gives an alert for each employee who is rejected from the posting simulation step.

16.2.6.2 Sample Root Cause Analyses

Payroll Control Center provides a list of root cause analyses in the standard delivery. If the sample root cause analyses don't meet your customized requirements, it's recommended that you use analytics designer in Manage Configuration to create your root cause analyses.


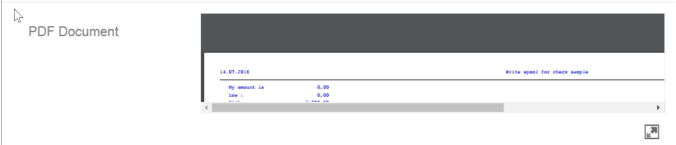
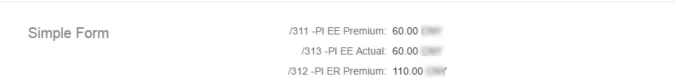
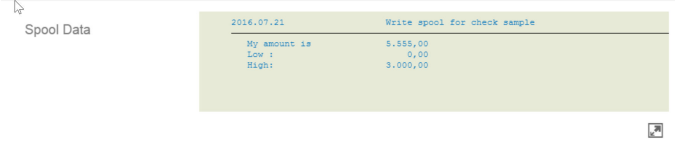

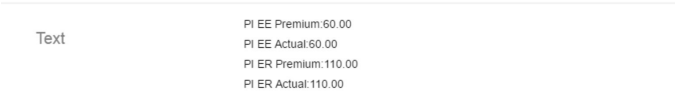
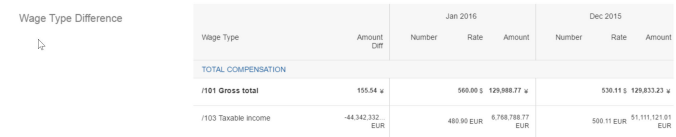
i Note

These root cause analyses are already assigned to the parameter type PERNR (Personnel Number) in the standard delivery. They should suffice to provide the root cause analysis for your validation rules. If you need to create your own root cause analysis anyway, then you need to create your custom parameter type for example, ZPERNR (Personnel Number) and create and assign your custom result detail types in Customizing activity [Define Parameter Types](#) (under Customizing for ► [Payroll International](#) ► [Payroll Control Center](#) ► [General Settings](#) ►).

i Note

The sample objects in Payroll Control Center are provided for reference. They don't cover all business scenarios. You're recommended to copy from the sample objects and make your own changes based on your needs.

Don't use the sample objects directly, because if you use them directly, later changes by SAP to these predelivered objects cause inconsistency or errors in your system.

Result Detail Type ID	Result Detail Type Name	Appearance on the UI (Example)
SAP_GOV	Generic Overview	
SAP_PDF	PDF Document	
SAP_SFO	Simple Form	
SAP_SPO	Spool Data	
SAP_SWT	Simple Wage Type	
SAP_TXT	Text	
SAP_WTD	Wage Type Difference	

Related Information

[Default Logic Implementation \[page 720\]](#)

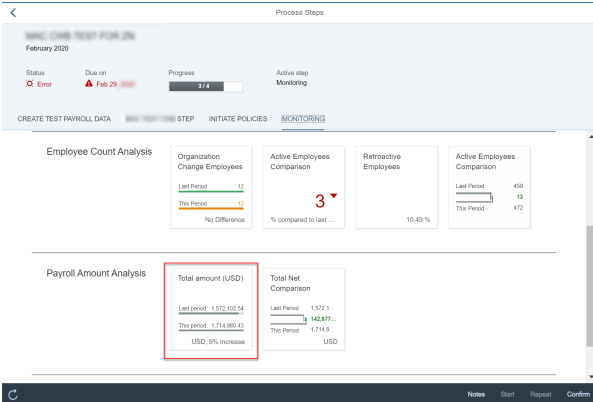
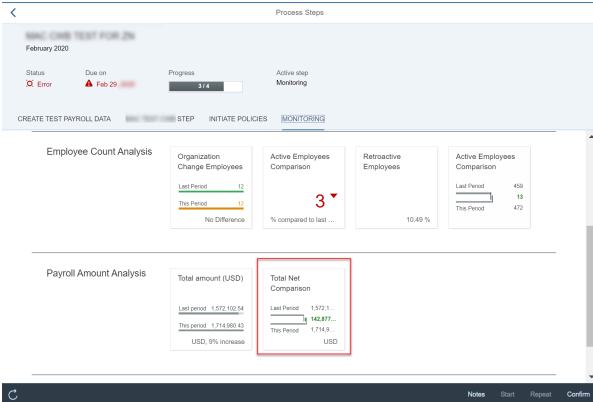
16.2.6.3 Sample Analytics Charts in Payroll Control Center

Learn about the sample analytics charts included in the standard delivery of Payroll Control Center.

i Note

The sample objects in Payroll Control Center are provided for reference. They don't cover all business scenarios. You're recommended to copy from the sample objects and make your own changes based on your needs.

Don't use the sample objects directly, because if you use them directly, later changes by SAP to these predelivered objects cause inconsistency or errors in your system.

Sample Analytics Chart		Description
Payroll amount analysis	Example KPI Type (Bar Chart): Total Amount Comparison (PYP_KPI_EX_BC_TOTAL_AMT)	<p>Displays the bar chart comparison of the total payroll between the last period and the current period.</p> <p>Example</p> 
	Example KPI Type (Delta Chart): Total Amount Comparison (PYP_KPI_EX_DC_TOTAL_AMT)	<p>Displays the delta chart comparison of the total payroll between the last period and the current period.</p> <p>Example</p> 

Sample Analytics Chart

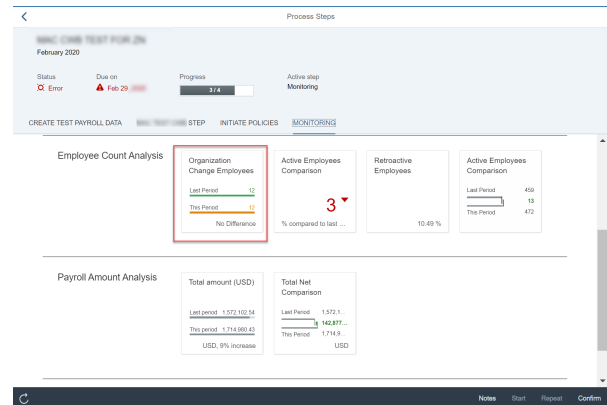
Employee count analysis

Example KPI Type (Bar Chart):
Org. Change Employees Comparison
(PYP_KPI_EX_BC_ORG_CHANGE_EE)

Description

Displays the bar chart comparison of the number of employees with organizational changes in the last period and the current period.

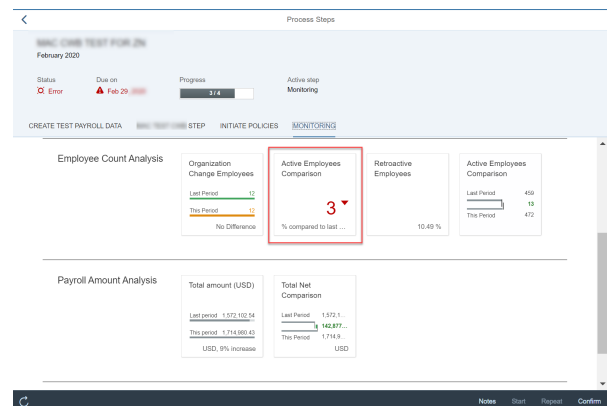
Example



Example KPI Type (Numeric):
Active Employees Comparison
(PYP_KPI_EX_NUM_ACTIVE_EE)

Displays a numeric value for the growth percentage of the number of active employees in the current period as compared to the last period.

Example



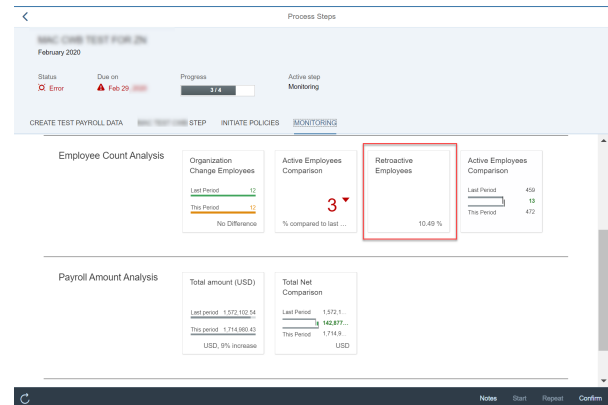
Sample Analytics Chart

Example KPI Type (Harvey Chart): Retroactive Employees (PYP_KPI_EX_HC_RETRO_EE)

Description

Displays the Harvey Ball chart for the number of employees with retroactive payroll run in the current period as compared to the last period.

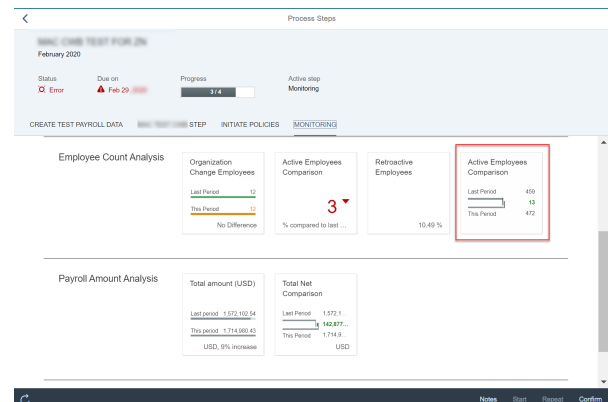
Example



Example KPI Type (Delta Chart): Active Employees Comparison (PYP_KPI_EX_DC_ACTIVE_EE)

Displays the delta chart comparison of the number of active employees in the last period and the current period.

Example



16.2.6.4 Sample Step Templates in Payroll Control Center

Learn about the list of sample step templates in Payroll Control Center. These sample steps cover the pre-payroll, regular payroll, and post-payroll activities.

The step template represents a business operation step. It can start a report in backend job or just remind that some operations should be done “offline”. There are three types of step templates:

- Asynchronous batch step that starts one or more reports as background jobs.
- Asynchronous manual step that triggers a task to be done offline.
- Synchronous step that starts one or more tasks and returns results immediately.

The template behavior (business logic) depends on its run time class (ABAP class) implementation and the parameter types used for input and result.

i Note

The sample objects in Payroll Control Center are provided for reference. They don't cover all business scenarios. You're recommended to copy from the sample objects and make your own changes based on your needs.

Don't use the sample objects directly, because if you use them directly, later changes by SAP to these predelivered objects cause inconsistency or errors in your system.

Process	Step Template ID	Step Template Name
Generic step template	PYP_V2_ASYNC_BATCH_BASE	<p>Template for Asyn Batch Step (FP3)</p> <p>This step template can be the base for customer steps executing background jobs asynchronously.</p>
Generic step template	PYP_V2_ASYNC_MAN_BASE	<p>Copy Template for Manual Step (FP3)</p> <p>This step template can be the base for customer steps that require some offline activities manually.</p>
Generic step template	PYP_V2_OC_ASYNC_BASE	<p>Template for Asyn Batch Step (Off-Cycle)</p> <p>This step template can be the base for customer steps in off-cycle processes executing background jobs.</p>
	PYP_V2_SYNC_DCT_DATA	<p>Sample Step Template for Decluster Data</p> <p>For information, see Analyzing and Retrieving Declustered Payroll Results [page 738].</p>
(Team) Monitoring payroll	PYP_TSK_INIT_POLICIES	<p>Initiate Policies (Tasklist)</p> <div> <p>i Note</p> <p>This sample step template is delivered to support policies that use validation rules created in Manage Configuration. It's not assigned to sample process types.</p> <p>See Initiate Policies Step for Validation Rules and KPIs from Manage Configuration [page 793].</p> </div>

Process	Step Template ID	Step Template Name
Productive payroll	PYP_TSK_INIT_POLICIES	Initiate Policies (Tasklist)
		<div> <i>i</i> Note <p>This sample step template is delivered to support policies that use validation rules created in Manage Configuration. It's not assigned to sample process types.</p> </div> <p>See Initiate Policies Step for Validation Rules and KPIs from Manage Configuration [page 793].</p>
(Team) Monitoring payroll	PYP_V2_INIT_POLICIES	Initiate Policies
		See Initiate Policies Step for Validation Rules from Configuration Workbench [page 794] .
(Team) Monitoring payroll	PYP_V2_MONITORING	Monitoring
(Team) Monitoring payroll	PYP_V2_RUN_PAYROLL_TEST	Create Test Payroll Data

Process	Step Template ID	Step Template Name
(Team) Monitoring payroll	PYP_V2_SIMULATE_POSTING	Simulate Posting Run
		<p>i Note</p> <p>If business function <i>Payroll Control Center: Storage of Test Payroll Results in Cluster Tables</i> (HCM_LOC_CI_110) is activated, this step template is enhanced to support monitoring payroll processes and team monitoring processes in addition to productive payroll processes.</p> <p>In monitoring and team monitoring payroll processes, test payroll is executed, and test payroll results are stored. Validation rules and analytics are defined to check the test payroll results. The payroll process manager or administrator can find payroll issues earlier and repeat the monitoring process at any time before the productive payroll is needed.</p> <p>This step template is added to <i>Sample Process Type for US Monitoring Process</i> (PY10_EX_PYP_TYPE). Employees rejected in this step are reported by sample validation rule <i>Post Simulation Rejected Employees</i> (PYC_SAMPLE_SIM_POSTING_REJ_EES).</p>
Productive payroll	PYP_V2_OPEN_PAYROLL	Start Payroll
Productive payroll	PYP_V2_RUN_PAYROLL	Run Payroll
Productive payroll	PYP_V2_SIMULATE_POSTING	Simulate Posting Run

Process	Step Template ID	Step Template Name
Productive payroll	PYP_V2_INIT_POLICIES	Initiate Policies See Initiate Policies Step for Validation Rules from Configuration Workbench [page 794] .
Productive payroll	PYP_V2_MONITORING	Monitoring
Productive payroll	PYP_V2_CLOSE_PAYROLL	End Payroll
Pay Slip	PYP_V2_ST_PRE_PAYSLIP	Create Pay slip
Pay Slip	PYP_V2_ST_PRINT_PAYSLIP	Print Pay Slip
Posting	PYP_V2_POST_DOC	Create Posting Document
Posting	PYP_V2_REL_POST_DOC	Release Posting Document
Posting	PYP_V2_TRANSFER_POST_DOC	Transfer Posting Document
Bank transfer	PYP_V2_ST_PRE_DME_PROC	Create Pre-DME File
Bank transfer	PYP_V2_ST_CREATE_DME	Create DME File
Bank transfer	PYP_V2_ST_SEND_DME	Send DME File
Planned off-cycle: productive payroll	PYP_V2_OC_RUN_PAYROLL	Run Payroll (Off-cycle)
Planned off-cycle: productive payroll	PYP_V2_OC_SIMULATE_POSTING	Posting Simulation (Off-Cycle)
Planned off-cycle: productive payroll	PYP_V2_INIT_POLICIES	Initiate Policies
Planned off-cycle: productive payroll	PYP_V2_MONITORING	Monitoring
Planned off-cycle: pay slip	PYP_V2_OC_PREPARE_PAYSLIP	Create Pay Slip (Off-Cycle)
Planned off-cycle: pay slip	PYP_V2_ST_PRINT_PAYSLIP	Print Pay Slip
Planned off-cycle: posting	PYP_V2_OC_CREATE_POST_DOC	Create Posting Documents (Off-Cycle)
Planned off-cycle: posting	PYP_V2_OC_RELEASE_POST_DOC	Release Posting Document (Off-Cycle)
Planned off-cycle: posting	PYP_V2_OC_TRANSFER_POST_DOC	Transfer Posting Document (Off-Cycle)
Planned off-cycle: bank transfer	PYP_V2_OC_CREATE_PRE_DME	Create Pre-DME File (Off-Cycle)
Planned off-cycle: bank transfer	PYP_V2_OC_CREATE_DME	Create DME File (Off-Cycle)
Planned off-cycle: bank transfer	PYP_V2_ST_SEND_DME	Send DME File
Ad hoc off-cycle: subsequent activities	PYP_V2_OC_CREATE_POST_DOC	Create Posting Documents (Off-Cycle)

Process	Step Template ID	Step Template Name
Ad hoc off-cycle: subsequent activities	PYP_V2_OC_RELEASE_POST_DOC	Release Posting Document (Off-Cycle)
Ad hoc off-cycle: subsequent activities	PYP_V2_OC_TRANSFER_POST_DOC	Transfer Posting Document (Off-Cycle)
Ad hoc off-cycle: subsequent activities	PYP_V2_OC_PREPARE_PAYSLIP	Create Pay Slip (Off-Cycle)
Ad hoc off-cycle: subsequent activities	PYP_V2_ST_PRINT_PAYSLIP	Print Pay Slip
Ad hoc off-cycle: subsequent activities	PYP_V2_OC_CREATE_PRE_DME	Create Pre-DME File (Off-Cycle)
Ad hoc off-cycle: subsequent activities	PYP_V2_OC_CREATE_DME	Create DME File (Off-Cycle)
Ad hoc off-cycle: subsequent activities	PYP_V2_ST_SEND_DME	Send DME File

Related Information

[Sample Process Types in Payroll Control Center \[page 717\]](#)

[Process Categories \[page 363\]](#)

[Planned Off-Cycle Productive Payroll \[page 379\]](#)

[Ad Hoc Off-Cycle \[page 384\]](#)

[Planned Off-Cycle Others \[page 382\]](#)

16.2.6.5 Sample Process Types in Payroll Control Center

Learn about the sample process types for different process categories in Payroll Control Center. You can refer to the step assignment, step configuration (parameters, programs, and variants), and policy type assignment in the standard delivery if you create your own process types.

Sample Process Type

PY10_EX_PYP_TYPE - Monitoring (US)

i Note

If you want to use this process type, make sure that business function *Payroll Control Center: Storage of Test Payroll Results in Cluster Tables* (HCM_LOC_CI_110) is activated. Otherwise, the posting simulation step in the process type will not work.

Sample Process Type

PY99_EX_PYP_TYPE_TM - Team Monitoring (International)

i Note

If you want to use this process type, make sure that business function [Payroll Control Center: Storage of Test Payroll Results in Cluster Tables](#) (HCM_LOC_CI_110) is activated. Otherwise, the posting simulation step in the process type will not work.

PY10_EX_PYP_TYPE_PROD - Regular Productive (US)

PY10_EX_PYP_TYPE_PO - Planned Off-cycle - Productive Payroll (US)

PY10_EX_PYP_TYPE_OO - Planned Off-cycle - subsequent Posting (US)

PY10_EX_PYP_TYPE_AO - Ad-hoc Off-cycle (US)

Related Information

[Process Categories \[page 363\]](#)

[Sample Step Templates in Payroll Control Center \[page 712\]](#)

16.2.6.6 Sample Roles in Payroll Control Center

Payroll Control Center provides a list of sample roles in the standard delivery. You can copy the sample roles, generate profiles, and assign roles to corresponding users. You can check the authorization of these sample roles in transaction [Role Maintenance](#) (PFCG): Display a sample role, choose the [Authorizations](#) tab, and then in the section [Edit Authorization Data and Generate Profiles](#), choose [Display Authorization Data](#).

i Note

Do not use these sample roles directly. The sample roles list all the required authorization objects. Copy them and adjust the values of the authorization fields according to your needs.

Sample Role	Description
SAP_HR_PYC_BACKEND_ADMIN	Uses the backend transactions and supporting tools for Payroll Control Center
SAP_HR_PYC_CONFIG_POLICY	Uses the Manage Policies application
SAP_HR_PYC_CONFIG_PROC	Uses the Manage Processes application
SAP_HR_PYC_PROC_MANAGER	Uses the My Processes application

Sample Role	Description
SAP_HR_PYC_PY_ADMIN	Uses the My Alerts and Unassigned Alerts applications
SAP_HR_PYC_TM_SETUP	Uses the Manage Teams application
SAP_HR_PYC_TM_MNG	Uses the My Teams application and (read-only access to) My Processes application
SAP_HR_PYC_ANALYST	Use the Audit Trail application and (read-only access to) My Processes application
SAP_HR_PYC_MANAGE_CONFIG	Use the Manage Configuration application

Related Information

[Authorization for Policy Creator \(Manage Policies\) \[page 676\]](#)
[Authorization for Process Creator \(Manage Processes\) \[page 676\]](#)
[Authorization for Payroll Process Manager \(My Processes\) \[page 677\]](#)
[Authorization for Payroll Administrator for My Alerts and Unassigned Alerts \[page 679\]](#)
[Authorization for Team Creator \(Manage Teams\) \[page 682\]](#)
[Authorization for Team Lead \(My Processes and My Teams\) \[page 682\]](#)
[Authorization for Auditor \(Audit Trail\) \[page 684\]](#)
[Authorization for Payroll Control Center Administrator \[page 686\]](#)
[Authorization for Configuration Workbench User \[page 687\]](#)
[Setting Up Authorization for Payroll Control Center \[page 674\]](#)

16.2.6.7 Default Logic Implementation

Default logic implementations are provided to support out-of-the-box validation rule and KPI configuration. Value help in Manage Configuration application is enabled by default.

Picklists for Dimensions and Results in Default Implementation

Default Implementation	Picklist for Dimensions	Picklist for Results
<ul style="list-style-type: none">Validation Rule Type: CL_PYC_TSK_VR_D EFAULTKPI Type: CL_PYC_TSK_KPI_D EFAULTAnalytics Designer Type: CL_PYC_TSK_DN_B ASE <p>See SAP Notes 3133485 and 3191351.</p>	<p>The picklist contains the dimensions in the following groups that are filtered by country/region:</p> <ul style="list-style-type: none">All Infotypes filtered by the "Country/Region" from Basic Information.Declassified Payroll Results tables which are registered for declassification and are filtered with "Country/Region". These results are grouped by result table name. See Activating Configuration Workbench for Payroll Control Center [page 391].Interface table for Attendances/Absences infotypePayroll directoryPayroll periods and datesPayroll messages	<ul style="list-style-type: none">Based on the dimension supported list:<ul style="list-style-type: none">All dimensions can be used as results with groups defined in Dimensions Tab.Distinct count of all dimensions.Sum of dimensions in numeric data type.Average of dimensions in numeric data type.Additional result "Record has no data" in group "Record" can be used for check on existence of record.Additional result "Count of payroll periods" in group "Payroll Directory" can be used to get number of periods affected.Additional result "Count of employees" in group "Employee Demographics" can be used to count employees. In validation rule context, it is always 1.


Class Hierarchy in Default Implementation

Type	Class Hierarchy
Rule Logic	<ul style="list-style-type: none">CL_PYC_TSK_VR_BASE_1 (Abstract Implementation for Manage Configuration)<ul style="list-style-type: none">CL_PYC_TSK_VR_DEFAULT (Default Implementation with Configurable Dimensions, Results and Build-in RCAs)CL_PYC_TSK_VR_1 (Example with dynamic data provider)CL_PYC_TSK_VR_BASE_2 (Abstract Implementation for specific data providing logic)<ul style="list-style-type: none">CL_PYC_TSK_VR_2 (Example with specific logic)

Type	Class Hierarchy
KPI Logic	<ul style="list-style-type: none"> CL_PYC_TSK_KPI_BASE (Abstract Implementation for Tasklist KPI) <ul style="list-style-type: none"> CL_PYC_TSK_KPI_DEFAULT (Default KPI Logic) CL_PYC_TSK_KPI_1 (Example with dynamic data provider) CL_PYC_TSK_KPI_3 (Another example with dynamic data provider) CL_PYC_TSK_KPI_BASE_1 (Abstract Implementation for specific data providing logic)
Analytics Designer Logic	<ul style="list-style-type: none"> CL_PYC_TSK_DN_BASE (Analytics Designer Logic - Base Implementation) <ul style="list-style-type: none"> CL_PYC_TSK_DN_DEFAULT (Employee-Based Designer Implementation)

Root Cause Analyses in Default Implementation

The following root cause analyses are included in the default implementation.

Root Cause Analysis ID	Root Cause Analysis Name	Appearance on the UI (Example)
SBP_PAYROLL_LOG	Payroll Log	See SAP Note 3133485 
SBP_PROD_PAYSLIP_M	Productive Payslips Current Period	
SBP_PROD_PAY-SLIP_M_1	Productive Payslips Previous Period	
SBP_TPY_PAYSLIP	Payslip on Test Payroll results	
SBP_AUDIT_RE-PORT_SPO	Audit Report (Spool)	
SBP_TIME_EVAL_ERR	Time Evaluation Errors	
SBP_ECP_REPLICATION_LOG	ECP Replication Log	
SBP_AUDIT_REPORT PA	Infotype Audit Summary	

If the sample root cause analyses don't meet your customized requirements, it's recommended that you use analytics designer in Manage Configuration to create your root cause analyses.

Related Information

[Available Operators in Manage Configuration \[page 415\]](#)

[Configuration of Root Cause Analysis Using Analytics Designer in Manage Configuration \[page 426\]](#)

16.2.7 Supporting Tools

Supporting tools help you to use Payroll Control Center more easily and more simply and help you to find and fix issues during processing of Payroll Control Center.

Prerequisites

You must have the relevant authorization to use these programs. For information, see [Authorization for Payroll Control Center Administrator \[page 686\]](#).

Supporting Tools

Report Type	Report	Description
Design Time Analyzing Tools	PYC_SUPPORT_STT_CONS_CHECK (Consistency Check for Step Templates)	Use it to check the step template configuration including parameters and result detail types.
	PYC_SUPPORT_POLICY_CONS_CHECK (Consistency Check for Policy Conversion)	<p>Use it to check whether a policy created in Customizing activities rather than the Policy Configuration application can be fit into a policy type.</p> <p>If the policy fits a policy type, then this policy can be converted into simplified configuration so that it can later on be managed in Policy Configuration application.</p> <p>This report is also available in Customizing activity Check Policy Consistency (under Customizing for ► Payroll International ► Payroll Control Center ► Payroll Control Center Configuration Simplification ►).</p>
	PYC_PROC_CONV_BO_CONS_CHECK (Consistency Check for Process Conversion) (already in Customizing)	<p>Use it to check whether a process created in Customizing activities rather than the Process Configuration application can be fit into a process type.</p> <p>If the policy fits a process type, then this process can be converted into simplified configuration so that it can later on be managed in Process Configuration application.</p> <p>This report is also available in Customizing activity Check Process Consistency (under Customizing for ► Payroll International ► Payroll Control Center ► Payroll Control Center Configuration Simplification ►).</p>

Report Type	Report	Description
	PYC_SUPPORT_AUTOMATION_INFO (Payroll Control Center: Process Automation Settings)	Use it to display automation status and switch on or off the automation for process.
Run Time Analyzing Tools	PYC_SUPPORT_DEBUG_PI (Debug Process Instance)	Use it to debug a process instance.
	PYC_SUPPORT_ANALYZE_PI_002 (Analyze Process Instances (Business Logic Version 002/FP3))	<p>Use it to analyze the following:</p> <ul style="list-style-type: none"> • Step Instances with status and parameters • KPI Class assignment with KPI Instances • Step level Activity Logs • BPC Information including Report and Job info of each BPC process • Deviation selection: registered objects with alerts • Shadow Information (Re-check and Event Handler) • Policy assignments with Validation Rule Instances <p>This program includes seven other programs:</p> <ul style="list-style-type: none"> • PYC_SUPPORT_ACTIVITY_INFO (Analyze Activities for Process Instance) • PYC_BPC_INFO (Batch Processing Component Information Report) • PYC_SUPPORT_DS_SH (Analyze Deviating Selection Shadow of Process Instance) • PYD_SUPPORT_DST_INFO (Support program for displaying information about data source types) • PYC_SUPPORT_RC_INFO (Re-check Information) • PYC_SUPPORT_DS_SH_RC (Analyze Re-Check Shadow of Process Instance) • PYC_SUPPORT_POLICY_INFO (Process Policy Info)
	PYC_SUPPORT_ANALYZE_PI_CONT (Display Process Recurrence Containers)	<p>The container is visible at process instance level. So it is used to store information shared within a process instance, such as the following:</p> <ul style="list-style-type: none"> • Process recurrence level deviation selection, • Persisted policy for validation rule execution, • Notified run ids for pre-DME or Posting, and so on.
	PYC_SUPPORT_CONS_CHECK_INST_RT (Check Process's Policy and Validation Rule Run Time Consistency)	Use it after the process configuration is done, when the Initiate Policies step does not execute validation rules as expected.
Migration Tools	RPCDCT_INITIAL_LOAD (Declustering Initial Load for Payroll Results)	Use it to decluster payroll results created before enabling declustering tools.
	PYC_SUPPORT_DOWNLOAD_PI_ALH (Audit Trail Download Tool for Alert History)	Use it to download alert history for Audit Trail.

Report Type	Report	Description
Exceptional Handling	PYC_SUPPORT_AL_MIGRATION (Audit Trail Migration Tool)	One-time migration tool for enabling the Audit Trail application (HRPY_PCC_AL_2).
	PYC_SUPPORT_AL_MIGRATION_2 (Action Log Migration Report - Persist policy, check & process instance)	One-time migration tool for enabling alert history to store policy, validation rule and process information. This is to make alert history independent from the design time objects.
	PYC_RESET_PROC_INST (Reset Process Recurrence)	<ul style="list-style-type: none"> Put active/completed process recurrence back to upcoming status. <div data-bbox="906 583 1427 730"> <p>i Note</p> <p>Only process artifacts are cleared or reset. The report of steps background execution is kept.</p> </div> <ul style="list-style-type: none"> As of SP63, alerts artifacts are also cleared.
	PYC_RESET_LAST_STEP_INST (Reset last Step Instance of Process Instance)	Use this report to move a completed process recurrence back to active status, with the last step open.
	PYC_SUPPORT_SKIP_PROCESS_STEP (Skip Process Steps)	<p>Use this report when a step is manually finished from back end or not needed any more.</p> <p>You can also use it to reactivate a stuck process recurrence, if the stuck status is caused by failing to refresh a step status.</p> <p>For more information, see Refresh Step Status or Skip a Step [page 737].</p>
Deletion Tools	RPCDCT_DEL_DCT_DATA (Delete Declustered Payroll Results)	<p>Use this report to delete declustered payroll results in a given period.</p> <p>Both productive and test payroll results are supported.</p> <p>For more information, see Deleting Declustered Payroll Results [page 730].</p>
	PYC_SUPPORT_DEL_COMPLETED_PI (Payroll Control Center: Delete Completed Process Instances)	<p>Process recurrences completed before a certain date may not be needed. Use this report to purge these completed process instances.</p> <p>This can also be used to reduce the number of process recurrence loaded in the Process Management application.</p> <div data-bbox="867 1633 1427 1812"> <p>⚠ Caution</p> <p>Relevant data in Audit Trail will also be deleted. Use the Audit Trail Downloading tool for backup before deleting completed process instances.</p> </div> <p>For more information, see Improve System Performance for Payroll Control Center [page 727].</p>

[Generating Provider Sources for Objects in Manage Configuration \[page 725\]](#)

A technical user uses the [Generate Provider Sources](#) (PYC_GENERATE_PROVIDER) report to display or generate the code that contains the variables, constants, and other values for object preview in Manage Configuration. This report is meant for troubleshooting purposes only.

[Improve System Performance for Payroll Control Center \[page 727\]](#)

When Payroll Control Center is in use, lots of data can be generated and stored in the database. You can delete the relevant data that are not needed any more to improve system performance.

[Data Lifecycle Management for Payroll Control Center \[page 733\]](#)

As of EA-HRRXX 608 SP28, Payroll Control Center is integrated with the following core functions:

[Refresh Step Status or Skip a Step \[page 737\]](#)

When you manage a process instance in Process Management, sometimes a step may be stuck. This could happen, for example, when you try to manually start a step while the system is auto-starting it at the same time. When a step is stuck, the background job submitted by this step can't be finished correctly, and you cannot take any action on the step. As a result, you will not be able to proceed with the payroll process in Process Management.

[Analyzing and Retrieving Declustered Payroll Results \[page 738\]](#)

To keep a smaller data volume for declustered data, after the payroll results are stored in a cluster table, you are advised to clean up the declustered data periodically using the [Delete Declustered Payroll Results](#) (RPCDCT_DEL_DCT_DATA) report. However, for retroactive accounting, validation rules and KPIs require previous payroll results.

16.2.7.1 Generating Provider Sources for Objects in Manage Configuration

A technical user uses the [Generate Provider Sources](#) (PYC_GENERATE_PROVIDER) report to display or generate the code that contains the variables, constants, and other values for object preview in Manage Configuration. This report is meant for troubleshooting purposes only.

Prerequisites

To be able to run this report, you must have the following authorization in authorization object P_PYT_CFG:

- P_PYT_CFG - 01(Display), 02 (Change)

To be able to force the generation of provider and update the database table, you must have the 02 (Change) authorization.

Context

This report is relevant only if you use the Manage Configuration app to configure validation rules, KPIs, and analytics designers.

When a user creates a validation rule, KPI, or analytics designer in Manage Configuration, activating the object generates variables, constants, and other relevant values that provide input for previewing the object in Manage Configuration.

When a user edits an object that has been activated before, activating or previewing the changed object in Manage Configuration regenerates such provider.

However, a user can't see the technical details in Manage Configuration. Therefore, as a technical user, you can use this report to display the code of this provider for troubleshooting purposes.

Procedure

1. Go to transaction SE38, enter **PYC_GENERATE_PROVIDER** in the *Program* field, and choose the Execute icon in the application toolbar.
2. Enter the relevant object ID:
 - Validation rule
 - KPI
 - Analytics designer
3. If you want to generate the provider, select the *Force Generation* checkbox.

If the object is being edited in Manage Configuration, it's recommended that you don't select this checkbox.

- If the provider was generated before, by a user activating the object in Manage Configuration, you specify whether to regenerate the provider for the object.
Selecting this checkbox alone doesn't write to the database.
 - If the provider for the object hasn't been generated before, meaning the object hasn't been activated in Manage Configuration, this report generates the provider for the object regardless of whether you select this checkbox.
4. If you select the *Force Generation* checkbox, use the *Update* field to specify whether you want to update the database table PYC_D_CONF_EX with the generated provider.

It's recommended that you don't select this *Update* checkbox.

Results

Once you execute the report, you see the details of your selection and whether the data provider and calculation provider are generated.

Double-click the object ID in the *ID* column to view details of the provider.

16.2.7.2 Improve System Performance for Payroll Control Center

When Payroll Control Center is in use, lots of data can be generated and stored in the database. You can delete the relevant data that are not needed any more to improve system performance.

[Purging Completed Processes \[page 727\]](#)

Use the *Delete Completed Process Instances* (PYC_SUPPORT_DEL_COMPLETED_PI) in the production system to purge completed payroll processes, so that you can reduce the number of processes that are loaded every time the My Processes application is started. This improves the performance of the application. Note that when you purge a completed process instance, the relevant action log in Audit Trail will also be deleted.

[Deleting Declustered Payroll Results \[page 730\]](#)

Use the *Delete Declustered Payroll Results* (RPCDCT_DEL_DCT_DATA) report in the production system to delete unnecessary, declustered payroll results. This keeps the system clean and provides better conditions for the execution of validation rules and analytics.

[Deleting Payroll Log in Payroll Control Center \[page 731\]](#)

You use report PYC_SUPPORT_DEL_PY_LOG_STORAGE to delete the part of payroll log that's produced by the payroll driver during the Run Payroll step and stored in the payroll log storage of Payroll Control Center.

16.2.7.2.1 Purging Completed Processes

Use the *Delete Completed Process Instances* (PYC_SUPPORT_DEL_COMPLETED_PI) in the production system to purge completed payroll processes, so that you can reduce the number of processes that are loaded every time the My Processes application is started. This improves the performance of the application. Note that when you purge a completed process instance, the relevant action log in Audit Trail will also be deleted.

Prerequisites

- To run this report, you must have the following authorization in the authorization object P_PYD_AAUT (Payroll Data Source Framework Administration):
 - P_PYD_AAUT - 04 (Start Reports)
- When you purge a completed process instance, the relevant action log in Audit Trail will also be deleted. Therefore, if you want to back up the action log, make sure to do so before you delete the process. You can take either of the following steps:
 - Go to the Audit Trail application, search for corresponding process that you want to delete. Navigate to process history and alert history. On the footer bar there is a download button for you to download the complete histories to your specified file path.
 - Go to report *Payroll Control Center - Audit Trail Download Tool for Alert History* (PYC_SUPPORT_DOWNLOAD_PI_ALH) in the back end. Execute the report after specifying process instance ID and other options (file size, file path and CSV separator). The result will be stored in the specified location.

→ Tip

Downloading the alert history in Audit Trail applies an upper limit on the number of rows. With report `PYC_SUPPORT_DOWNLOAD_PI_ALH`, you can download the entire alert history. The report also allows you to download alert histories in batch.

Context

You can purge completed payroll processes whose end date is before or equals to a specified date. Note that the end date is the due date, rather than the completion date, of the process.

i Note

To delete **upcoming** processes in My Processes, you can use the [Generate Process Instances](#) (`PYC_GENERATE_PROC_INSTANCE`) report (if business function [Payroll Control Center Simplified Configuration](#) (`HCM_LOC_CI_92`) is not activated) or use Manage Processes application (if business function `HCM_LOC_CI_92` is activated) in the production system.

Procedure

1. Go to transaction SE38, enter `PYC_SUPPORT_DEL_COMPLETED_PI` in the *Program* field, and choose the Execute icon in the application toolbar.
2. Enter the relevant information:
 - Process ID
Process instance for the specified process ID will be selected.
 - Process Instances Ended Before
Specify end date of the instances of specified processes (for example, Payroll Period End Date). All the completed process instances whose end date falls on or before the specified date will be listed by the report.

3. Choose the Execute icon in the application toolbar.

After you execute the report, the completed process instances are grouped into two categories:

- Process instances that can be deleted
All the completed process instances whose end date falls on or before the specified date can be deleted.
 - Process instances that cannot be deleted
If there are in-execution or upcoming process instances before a completed process instance for the same process, the completed process instance cannot be deleted. This is to avoid gap between process instances.
4. For the list of completed process instances that can be deleted, choose the [Delete All](#) button and confirm deletion.

The listed process instances will be deleted.

i Note

You cannot choose to delete only one or some of the process instances in the list. The [Delete All](#) button deletes all the completed process instances on the output screen.

Results

When the deletion is successful, the following objects related to the process instances are deleted:

- Process instance level result objects and corresponding parameters (PYD_D_RESO and PYD_D_RESP)
- Process step group instance result objects and corresponding Parameters Lists (PYD_D_RESO and PYD_D_RESP)
- Step Instance result object and corresponding Parameter Lists (PYD_D_RESO and PYD_D_RESP)
- Result Object History (PYD_D_RESOH)
- Result Object generated in shadow run (e.g. validation of alert, event handler) (PYD_D_RESOS)
- Process Histories (Action Logs and Action Log Items) (PYD_D_AL and PYD_D_ALI)
- Team Monitoring process (PYC_D_PYPTM_ALT)
- If process context is enabled, (meaning that validation rules have process ID and Process Instance ID as their sole input parameters based on which the validation rule instances are generated,) the alerts, KPIs, filters and other relevant objects are related to the process instance ID. Therefore, these alerts, KPIs, filters and objects are also deleted.
- If process context is not enabled, nothing will be deleted.

Task overview: [Improve System Performance for Payroll Control Center \[page 727\]](#)

Related Information

[Deleting Declustered Payroll Results \[page 730\]](#)

[Deleting Payroll Log in Payroll Control Center \[page 731\]](#)

16.2.7.2.2 Deleting Declustered Payroll Results

Use the *Delete Declustered Payroll Results* (RPCDCT_DEL_DCT_DATA) report in the production system to delete unnecessary, declustered payroll results. This keeps the system clean and provides better conditions for the execution of validation rules and analytics.

Prerequisites

To run this report, you must have the following authorization in the authorization object P_PYD_AAUT (Payroll Data Source Framework Administration):

- P_PYD_AAUT - 04 (Start Reports)

Context

You can use this report to delete declustered data, including test payroll results and productive payroll results (not the data in cluster tables PCLx). You can run the report in any of the following situations:

- If you have used decluster tools and then decide not to use the tools any more.
- If you want to delete the obsolete declustered data.
- If the declustered data takes too much space and you want to delete it to save space.

Procedure

1. Go to transaction SE38, enter **RPCDCT_DEL_DCT_DATA** in the *Program* field, and choose the Execute icon in the application toolbar.
2. Enter the relevant information:
 - Test Payroll Decl. Results
If this option is selected, the report will delete all the declustered test payroll results in all periods in all related tables.
 - Productive Decl. Results
If this option is selected, you need to specify the period for which the payroll results you want to delete. The report will delete all the declustered data in that period in all related tables.
3. Choose the Execute icon in the application toolbar.

Results

The log contains statistics on the number of employees being processed and the transparent tables being updated. If Detail Log is selected, the information on payroll results being processed will be displayed.

Task overview: [Improve System Performance for Payroll Control Center \[page 727\]](#)

Related Information

[Purging Completed Processes \[page 727\]](#)

[Deleting Payroll Log in Payroll Control Center \[page 731\]](#)

16.2.7.2.3 Deleting Payroll Log in Payroll Control Center

You use report `PYC_SUPPORT_DEL_PY_LOG_STORAGE` to delete the part of payroll log that's produced by the payroll driver during the Run Payroll step and stored in the payroll log storage of Payroll Control Center.

Prerequisites

To run this report, you must have the relevant authorization in authorization object `P_PYD_AAUT`

- `PYD_AAUTC – 04`

For information about how to set up roles and users in transaction `PFCG`, see the system documentation for the transaction by choosing the Information icon on the home screen of the transaction.

Context

If the switch for payroll log storage `PCTRRES_SFWS_PYLOG_01`, which is included in business functions `HCM_LOC_CI_79` and `HCM_LOC_CI_88` is on, payroll log messages of all severities are stored into the following tables:

- `PYC_D_PY_MSG`: Contains employee-specific messages. For the same payroll area and period, only messages from latest payroll execution are stored.
- `PYC_D_PY_MSG_JOB`: Contains general messages which are not listed under a specific employee in payroll log. This table is only written when payroll is run with a background job.

Business users can check the payroll log on the Step Details page of the Run Payroll step of a payroll process recurrence. You run this report to delete such log messages in any of the following conditions:

- When you no longer need these payroll messages.
- When the corresponding payroll process recurrences have been archived or deleted.

i Note

- When you run this report in dialog mode, you can export the details to a local file before you choose Delete in the output screen to actually delete the entries.

- When this report is run in background mode, the entries are deleted directly.

Note

For a given process recurrence, the payroll log storage contains the messages for the last run of the Run Payroll step in Payroll Control Center. You can delete payroll log for the Run Payroll step even for an ongoing process recurrence.

- If the Run Payroll step is confirmed, the messages are kept in the payroll log.
- If the Run Payroll step is repeated, then the messages overwrite those from the last run of the step.
- After you delete the payroll messages for given process recurrences, the messages are deleted from the Step Details page of these process recurrences in My Processes.

Procedure

1. In transaction SE38, execute the report `PYC_SUPPORT_DEL_PY_LOG_STORAGE`.
2. On the selection screen, enter the following information:

Field / Checkbox	Action	Comments
Period	Specify the periods for which you want to delete payroll log.	The report selects the payroll log based on the End Date (ENDDA) of the In Period of payroll process recurrences. Payroll log will be deleted for the payroll process recurrences whose End Date (ENDDA) of the In Period are included in the specified periods.
Selection	Enter the payroll areas for which you want to delete the payroll log.	--
List All	If you select this checkbox, the report lists all entries that match the selection conditions from both tables.	--
List in Batch	If you select this checkbox, you can further define the maximum number of entries to be processed per batch.	--
Max. Entries per Batch	Enter the maximum number of entries to be deleted in each batch for each table.	<p>This field is displayed if you select the List in Batch checkbox.</p> <p>If there are too many entries in each table, the report might crash due to excessive use of memory or resource. Enter a number here so that the report divides all the entries to be processed in batches for each table and only processes the specified maximum entries per batch for each table.</p>

Field / Checkbox	Action	Comments
No. of Selected Entries	Display-only	<ul style="list-style-type: none"> • PYC_D_PY_MSG: Displays the number of entries selected from table PYC_D_PY_MSG • PYC_D_PY_MSG_JOB Displays the number of entries selected from table PYC_D_PY_MSG_JOB

3. If you selected [List All](#) in Step 2, double-click each table name in the Payroll Log Storage section and then choose the Delete button to delete all the listed entries in that table.
4. If you selected [List in Batch](#) in Step 2, double-click each table name in the Payroll Log Storage section and then choose Delete to delete the current batch of entries that are displayed.

If the total selected entries in a table require more than one batch, choosing Delete deletes one batch of entries that are displayed, and you need to choose Delete several times to delete all batches.

You've defined the maximum entries per batch to be 1000, and there are 5000 entries selected in each table. Executing the report once lists the 1000 entries only for each table.

1. Double-click table PYC_D_PY_MSG in the Payroll Log Storage section to check these entries displayed in the message details.
2. Download the messages if needed.
3. Choose Delete in the output screen to delete the 1000 entries.
And the next batch of 1000 entries for that table are displayed.
4. Repeat steps b and c until all the 5000 entries for that table are deleted.
5. Repeat this procedure to delete the selected entries for table PYC_D_PY_MSG_JOB.

Task overview: [Improve System Performance for Payroll Control Center \[page 727\]](#)

Related Information

[Purging Completed Processes \[page 727\]](#)

[Deleting Declustered Payroll Results \[page 730\]](#)

16.2.7.3 Data Lifecycle Management for Payroll Control Center

As of EA-HRRXX 608 SP28, Payroll Control Center is integrated with the following core functions:

- [Delete Personnel Data](#) (PU00) transaction
- [Delete Personnel Numbers Completely](#) (RPUDELPN) report

When deleting data using these functions, the HR administrator can choose also to delete employee-specific data from Payroll Data Source Framework and Payroll Control Center, if implemented, based on data lifecycle management (DLM) groups.

You can also use the report [Delete Application Data for Payroll Data Source Framework](#) (PYD_DLM_DELETE_TOOL) to delete application data for Payroll Data Source Framework and Payroll Control Center.

Prerequisites

- You have defined DLM groups in Customizing for ► [Payroll: International](#) ► [Payroll Data Source Framework](#) ► [Define Data Lifecycle Management \(DLM\) Groups](#) ►.
- You can also define your own logic for selecting and deleting customized data by modifying (such as filtering or adding to) the data selected by the DLM group in Customizing for ► [Payroll: International](#) ► [Payroll Data Source Framework](#) ► [BAdI: Selection and Deletion of Payroll Data Source Framework Data](#) ►.

Features

DLM Groups in the Standard Delivery

The following DLM groups are provided in the standard delivery of Payroll Control Center:

- **PERNR** (Employee Data)
This DLM group selects all the PERNR-related data, but not related to payroll, from the following Payroll Control Center data types:

Data Type	Details
T (DDIC table)	<ul style="list-style-type: none">• PYD_D_RESO: Payroll Data Source Result Object• PYD_D_RESOH: Payroll Data Source Result Object History• PYD_D_AL: Payroll Data Source Framework: Action Log• PYD_D_ALI: Payroll Data Source Framework: Action Log Item• PYC_D_PY_MSG: PYC: payroll message• PYC_D_BPC_REJO: Batch Processing Component Reject Object• PYC_D_EE_MDCA: Employee Master Data Change Assignment
R (Persistence Result Detail Type)	<p>If there are result detail types that support persistence for data source result object (PYD_D_RESO), the persistence class will be called to deal with the deletion.</p> <p>In the standard delivery, the following persistence result detail types are supported:</p> <ul style="list-style-type: none">• PYD_D_CHK_KV: PYDS: Persistence of Check Key Value• PYD_D_CHK_SOL: PYDS: Persistence of Check Solution info• PYD_D_GOV: PYDS: Persistence of structure Generic Overview• PYD_D_SFO: PYDS: Persistence of structure Simple Form• PYD_D_SWT: PYDS: Persistence of structure Simple Wage Type• PYD_D_WTD: PYDS: Persistence of structure Wage Type Difference

- **TPY** (Test Payroll Results)

This DLM group selects only declustered test payroll data, including test payroll log and test payroll results for a specific employee, from the following Payroll Control Center data types:

Data Type	Details
T (DDIC table)	PYC_D_PY_MSG: PYC: payroll message (related to test payroll run)
P (Payroll Cluster)	In fact, there is no payroll cluster data stored for test payroll. The cluster key (personnel number followed by test payroll result sequence number) is used to trigger deletion with HCM Declustering Tool. All the declustered test payroll results will be deleted for the deleted employee.

DLM Category

You can use the Customizing activity [Define Data Lifecycle Management \(DLM\) Groups](#) to create new DLM groups. When you create a new DLM group, you need to specify the DLM category.

The DLM category indicates whether the DLM group is related to personnel data (category 'P'). If yes, the [Delete Personnel Data](#) (PU00) transaction and the [Delete Personnel Numbers Completely](#) (RPUDELPN) report will automatically delete the data defined with the DLM group. If the DLM category is selected as Others (default blank category), you can use [Delete Application Data for Payroll Data Source Framework report](#) (PYD_DLM_DELETE_TOOL) to delete data defined with the DLM group.

Runtime Classes for DLM Groups

- Runtime class in core HR component SAP_HR
The runtime class implements the logic for reading, or deleting if necessary, your customized data. It inherits the base runtime class CL_PYD_DLM_RT_BASE
- Runtime class in Add-On HR component EA_HR
The runtime class implements the logic for reading, or deleting if necessary, your customized data. It inherits the base runtime class CL_PYD_DLM_RT_BASE
- This class determines which system you are using and accordingly which runtime class shall be used. Use this determination class CL_PYD_DLM_RT_DET_BASE.

BAdI Definition for Selection and Deletion of Payroll Data Source Framework Data

You can use the BAdI definition PYD_DLM_GROUP to select and delete customized data, by modifying (such as filtering or adding to) the data selected by the data lifecycle management group. Different implementations can be activated for each data lifecycle management Group. A sample implementation is provided with commented codes. A sample implementation is provided with commented codes.

The following BAdI methods are provided in the BAdI definition PYD_DLM_GROUP:

- DLM_DATA_LIST_UPDATE: Update Data Pre-selected by a DLM Group
You can use this BAdI method to update (such as filtering or adding to) the data selected by the data lifecycle management groups.
- DLM_DATA_DELETE: Delete Updated Data
You can use this BAdI method to delete the data that has been selected by the BAdI method DLM_DATA_LIST_UPDATE. The data types T (DDIC table) and R (Persistence Result Detail Type) can be handled in the standard DLM base class CL_PYD_DLM_RT_BASE. So, this BAdI method need to be specified only when there are data types other than these.

16.2.7.3.1 Delete Application Data for Payroll Control Center

Procedure

1. If you want to delete data from your customized Payroll Control Center tables, define DLM groups in Customizing for [► Payroll: International ► Payroll Data Source Framework ► Define Data Lifecycle Management \(DLM\) Groups ►](#).

The created DLM groups can be used in the following objects:

- [Delete Personnel Data](#) (PU00) transaction
- [Delete Personnel Numbers Completely](#) (RPUDELPN) report
- [Delete Application Data for Payroll Data Source Framework](#) (PYD_DLM_DELETE_TOOL) report

The following data life cycle management groups are provided in the standard delivery:

Data Life Cycle Management Groups	Data
PERNR Employee Data	Selects all the PERNR-related data, but not related to payroll, from the following tables: <ul style="list-style-type: none">• R (Persistence RDT)• T (DDIC table)
TPY Test Payroll Results	Selects only declustered test payroll data, including test payroll log and test payroll results for a specific employee, from the following Payroll Control Center tables: <ul style="list-style-type: none">• P (Payroll Cluster)

2. Delete application data for Payroll Data Source Framework with report PYD_DLM_DELETE_TOOL.
 - Data Lifecycle Management (DLM) Group
Enter one or more DLM groups.
 - Result Object ID
 - For the DLM groups PERNR (PCC: Employee Data) and TPY (Test Payroll Results), the Result Object ID refers to the personnel ID of an employee.
 - For customized DLM groups, you can check the result object ID in table PYD_D_RESO.

The report lists all related entries by each Payroll Control Center table. The listed content of some tables only displays key fields. Click the Delete icon to delete all the listed entries of all the tables together.

3. You can also define your own logic for selecting and deleting customized data by modifying (such as filtering or adding to) the data selected by the DLM group in Customizing for [► Payroll: International ► Payroll Data Source Framework ► BAdI: Selection and Deletion of Payroll Data Source Framework Data ►](#).

You can use the following Business Add-In (BAdI) to select and delete your customized Payroll Control Center data, by modifying (such as filtering or adding to) the data selected by the DLM group. Different implementations can be activated for each DLM group.

- BAdI Method DLM_DATA_LIST_UPDATE
You can use this BAdI method to update (such as filtering or adding to) the data selected by the data lifecycle management groups. This method updates the standard DLM data which already gets data from

standard tables. Customers can filter the DLM data or add to the DLM data at runtime. Filter can be passed by importing parameters `IT_CONTEXT_PAR` and `IT_ID_SO`.

- **BAdI Method DLM_DATA_DELETE**
You can use this BAdI method to delete the data that has been selected by the BAdI method `DLM_DATA_LIST_UPDATE`.
DLM data with type T (DDIC table) and R (Persistence Result Detail Types) are handled in Base DLM runtime class `CL_PYD_DLM_RT_BASE`.
DLM data with type P (Payroll Cluster) is handled in Test payroll result DLM runtime class `CL_PYD_DLM_RT_TPY`. If there are other types defined by customers, special logic is needed to delete them.

16.2.7.4 Refresh Step Status or Skip a Step

When you manage a process instance in Process Management, sometimes a step may be stuck. This could happen, for example, when you try to manually start a step while the system is auto-starting it at the same time. When a step is stuck, the background job submitted by this step can't be finished correctly, and you cannot take any action on the step. As a result, you will not be able to proceed with the payroll process in Process Management.

In such cases, there are two ways to resolve the issue of a stuck step:

- **Reset the whole process in Process Management**
This means that all steps in the process instance are reset and need to be restarted all over again. However, setting the whole process might not be possible in the business context, if you have posted the payroll results to bank, for example.
- **Skip the step** using the [Skip Steps for a Process](#) (`PYC_SUPPORT_SKIP_PROCESS_STEP`) report in the **production system**
Skipping a step will close the step in Process Management.
By skipping the stuck step, you can start the next step or, if you have manually completed the remaining steps offline, you can skip the remaining steps in the process instance using this report to close the whole process.

Besides using this report to skip a step or multiple steps, you can also use it to **refresh the process step instances** in order to update the step status in Process Management. This is useful as sometimes the step gets stuck because the step status is not updated correctly. Updating or refreshing the step instance status may also solve the issue of stuck steps. Then you can proceed with the payroll process in Process Management.

Features

If a step is stuck, the [Confirm](#) button for the step is grayed out in Process Management.

When you run the report to skip a step that is stuck, the system does a series of checks to determine whether a step is skippable. A step is skippable in any of the following cases:

- The step is the first [Not Started](#) step in the process instance and the process instance is started.
- The step is [In Process](#), but the background job is not started.
- The step is [In Process](#) and the background jobs have not been finished. In this report, the detail information displays the jobs start time.
- The step is [In Process](#) and all the background jobs have finished.

In this case, choose the step, right-click it and choose [Refresh Process Step Instances](#) to update the step status. Then you can continue to work on this step in Process Management.

i Note

Do not run this report and operate in Process Management for the same process at the same time. If you make operations in Process Management after you have run this report to skip step X, you need to exit this report and re-execute it in case you need to skip another stuck step in the same process instance.

Procedure

1. Start transaction code SE38 in the production system.
2. In the [Process Instance ID](#) field, specify the process instance ID in which a step is stuck, for example, **PYP201803150854066602050_201501**. You can get the process instance ID from the URL of the process instance in Process Management.
3. Execute the report.
4. On the output screen, you can do the following:
 - Refresh the status of all steps of the process instance in Process Management.
To do so, choose the [Refresh Process Step Instances](#) icon at the top of the screen.
 - Refresh the status of a certain step of the process instance in the in Process Management.
To do so, select the step and choose the [Refresh Process Step Instances](#) icon at the top of the screen.
 - Skip a step that is stuck by choosing the [Skip](#) button after the step.
 - Refresh the output screen of the report by choosing the [Refresh](#) icon at the top of the screen.

16.2.7.5 Analyzing and Retrieving Declustered Payroll Results

To keep a smaller data volume for declustered data, after the payroll results are stored in a cluster table, you are advised to clean up the declustered data periodically using the [Delete Declustered Payroll Results](#) (RPCDCT_DEL_DCT_DATA) report. However, for retroactive accounting, validation rules and KPIs require previous payroll results.

Prerequisites

You have switched on the declustering tools.

Context

For retroactive accounting, you need to retrieve the following decluster data:

- Previous results (P) for retroactively calculated periods
- Previous results for a previous period, if retro happens during the previous period

In this case, you run this report [Retrieve Declustered Payroll Results](#) (RPCDCT_SYNC_DCT_DATA) to analyze and retrieve the missing declustered data using the data stored in cluster table. You can retrieve the following payroll results for a specified payroll period:

- Productive payroll results
- Planned off-cycle payroll results

Take the following steps to manually run this report. For information about adding this report to a step template and then to a process, see instructions at the end of this topic.

Procedure

1. In transaction SE38, execute the report RPCDCT_SYNC_DCT_DATA
2. On the selection screen, enter the following information:
 - Cluster Table
This is the cluster table for saving the cluster payroll results.
 - Planned Off-Cycle Payroll
If you specify the payroll type, pay ID, and period for the planned off-cycle payroll, the report retrieves planned off-cycle payroll results for the specified period.
 - Test Payroll Results
If this checkbox is selected, the report is executed by a monitoring payroll process.
If this checkbox isn't selected, the report is executed by a productive payroll process.
 - Include Preceding Periods
If this option is selected, you can go on to specify the number of proceeding periods in the [No. of Preceding Periods](#) field. The default value is 1.
The report synchronizes payroll results for both the specified period and the specified number of preceding periods.
 - No. of Employees per Analysis
Define the number of employees to be included in each analysis. It's recommended that you enter an integer lower than 1000 for better performance. For each analysis, the report reads the database once. Therefore, each execution of the report consists of one or more analyses depending on the size of employees and the number of employees per analysis.
Note that if you enter a number bigger than 1000, depending on the size of your database, the report might raise an exception. In this case, restart the report, enter a smaller number (1000 or less), and re-execute the report. For example, if you enter 1000, it means that the report reads the database once for every 1000 employees. If you have 10,000 employees to be analyzed, one execution of the report reads the database 10 times and displays the output for all the 10,000 employees.
 - Simulation Run
Select this checkbox if you want to have a test analysis without really retrieving the declustered data.
If this program is assigned to a process step of a process, make sure that this checkbox is not selected in the program variant.
3. To save your selection screen as a variant for later execution, choose Save as Variant in the application toolbar.
4. To run the report immediately, choose [Execute](#).

Results

The output table displays the statistics on the number of employees scanned and processed and the number of total payroll results that have been retrieved.

Next Steps

You can add this report in a process step that precedes the Initiate Policies step in a process so that the Initiate Policies step executes the policies for the correct retroactive payroll results.

1. Copy from the sample step template [PYP_V2_SYNC_DCT_DATA](#) (Sample Step Template for Decluster Data).
2. In the process or process type in Configuration Workbench, choose the [Steps](#) tab and add the new step template right before the Initiate Policies step.
Use the Up and Down arrows to adjust the sequence of steps in the process.
3. Double-click the new step template, enter the following information:
 - [ABAP Program](#): Enter `RPCDCT_SYNC_DCT_DATA`.
 - [ABAP Program Variant](#): Enter the program variant.
4. Save the process or process type.

16.2.7.5.1 Example of Analyzing and Retrieving Declustered Payroll Results

Learn about the example use case for analyzing and retrieving declustered payroll results for retroactive payroll.

In Period YYYY.01

Seq No.	Status of Payroll Control Record	In Period	For Period
00001	A	YYYY.01	YYYY.01

In Period YYYY.02

Seq No.	Status of Payroll Control Record	In Period	For Period
00002	A	YYYY.02	YYYY.02

Declustered payroll result for period YYYY.01 is deleted, which means the deletion of the sequence No. 00001.

In period YYYY.03, you need to retro back to YYYY.01, which means the declustered result for sequence 00001 which has been deleted is now required again. The declustered result for sequence 00001 is not automatically retrieved during the retro payroll run. Instead, you must use this report or execute the step template that references this report to retrieve the declustered result for sequence 00001.

In Period YYYY.03

Seq No.	Status of Payroll Control Record	In Period	For Period	Comment
00001	P	YYYY.01	YYYY.01	(Deleted)
00002	P	YYYY.02	YYYY.02	
99001	A	YYYY.03	YYYY.01	
99001	A	YYYY.03	YYYY.02	
99001	A	YYYY.03	YYYY.03	

16.2.8 Technical Details

This section introduces the concepts and terms that are crucial for the understanding, implementation and use of Payroll Control Center.

You can use the information in this section as reference information.

16.2.8.1 Shadow Process

A payroll process usually involves executing a list of process steps for a large population of employees.

- The list of process steps and their execution sequence is defined in the process.
- The selection of employees is defined by selection type and value (usually payroll area).

After the first execution of a payroll process for the whole collection of employees, there are cases in which the process or part of the process needs to be executed for a subset of employee selections. And the results (such as alerts and analytics) of such partial execution are updated to the process. Technically, we refer to this type of execution as a shadow process.

The shadow process can be used in the following scenarios in the standard delivery of Payroll Control Center:

Scenario	Shadow Type	Comments
Repeat Run Payroll (or test payroll) step for erroneous employees (that is, employees with alerts detected by the Initiate Policies step)	DS (Deviation Selection)	<p>In monitoring (including monitoring and team monitoring) and productive payroll (including regular and off-cycle) processes, alerts are detected in Initiate Policies step. As a result, Initiate Policies step also registers the employees with alerts as “erroneous”.</p> <p>When the payroll process manager tries to repeat and start the Run Test Payroll (or Run Payroll) step, the options for executing the step for all employees or for erroneous employees are displayed. If the payroll process manager chooses to run the step for erroneous employees, payroll is only executed for the subset of selection.</p> <p>This feature reduces the run time by excluding unnecessary payroll calculations.</p>

Scenario	Shadow Type	Comments
During the monitoring step, execute the process for employees with master data change	EH (Event Handler)	<p>Throughout monitoring and team monitoring payroll processes, master data changes are allowed all the time. Once the process is at the Monitoring step, if the alert entity (previously called alert type) refers to an employee, any employee with master data changes in Infotype Framework is logged as an event handler item.</p> <p>In the <i>Admin Transaction Report</i> (PYC_ADMIN_TRANSACTION) of Payroll Control Center, a recurrence of event handler process can be scheduled. The event handler process picks up the unprocessed event handler items and creates an asynchronous shadow process.</p> <ul style="list-style-type: none"> • All the steps before the Monitoring step that support execution for a subset of selection (deviation selection) are included in the shadow process. • The subset of selection is set as the relevant unprocessed event handler items. <div style="border: 1px solid #0070c0; padding: 10px; margin: 10px 0;"> <p>i Note</p> <p>You can define a class to check what are the relevant unprocessed event handler items and assign the class to monitoring and team monitoring processes when you create or configure these processes.</p> </div> <ul style="list-style-type: none"> • All the validation rules and analytics are executed for the subset of selection.
Validate an alert in My Alerts application	RC (Recheck /Validate)	<p>During monitoring and team monitoring payroll processes, alerts are assigned to payroll administrator. After analyzing and correcting the relevant data, the payroll administrator can do an online validation by choosing the Validate button on the alert page.</p> <p>This validation is a synchronous shadow process. It includes the validation rules that have detected the current alert:</p> <ul style="list-style-type: none"> • If the validation rule requires data provided by a certain process step that precedes the Initiate Policies step, then the step is included into the shadow process. For information about the configuration of validation rules, see links at the bottom of the page. • Initiate Policies step is always included in the shadow process. • Initiate Policies step only executes the current validation rule for the employee identified by the alert.

Related Information

[Configuring Validation Rules in Configuration Workbench \[page 579\]](#)

[Configuring Process Types \[page 616\]](#)

[Create Payroll Processes \[page 627\]](#)

16.2.8.1.1 Event Handler

The event handler identifies automatically relevant master data changes in transaction PA30 and validates these changes against the defined policies by automatically restarting a revalidation process only for the employees with changes.

The event handler function consists of the following two main parts:

- Event handler table `PYC_D_EHI`
Records as an event handler item each employee with personnel master data changes in infotypes after payroll has been run.
- Event Handler Report `PYC_EVENT_HANDLER`
Finds the event handler items for each active ("In Execution") monitoring process instance and creates shadow processes for relevant event handler items to do the validation again. You use this report to generate shadow processes for employees with master data changes.

Integration

The shadow processes are asynchronously started by the daemon job `PYD_DAE_PROCESS`. The recurrence of the daemon job is defined in the **Admin Transaction Report** (`PYC_ADMIN_TRANSACTION`).

You can also use transaction SM37 to execute the shadow processes. The details of the execution result of the shadow processes are provided in report `PYC_SUPPORT_ANALYZE_PI_002`.

Prerequisites

In order for the event handler function to work, the following conditions must be met:

- If you use Configuration Workbench to set up Payroll Control Center:
 - You have enabled event handler for the monitoring or team monitoring process in the [Event Handler](#) tab page of the process in Configuration Workbench.
 - You have specified the check relevance logic in the [Event Handler](#) tab page of the process in Configuration Workbench.
- If you have used Customizing activities to set up Payroll Control Center:
 - Event handler run time class has been specified for the monitoring or team monitoring process template in Customizing activity **Define Process Templates** under Customizing for **Payroll**: [▶ International](#) [▶ Payroll Control Center](#) [▶ Payroll Process Management](#) [▶](#).
 - Event handler has been enabled for the monitoring or team monitoring process in Customizing activity **Define Processes** under Customizing for **Payroll**: [▶ International](#) [▶ Payroll Control Center](#) [▶ Payroll Process Management](#) [▶](#).

Event Handler Workflow

The event handler works in the following process:

1. Employee master data are changed in transaction PA30 after payroll has been run.
2. Each employee with master data changes is recorded as an event handler item in the Event Handler table `PYC_D_EHI`. Each event handler item records, among other things, the following information:
 - Key
 - Process Instance ID:
 - Time Stamp when the master data is changed
 - `PAR_TYPE`: Typically result parameter type `PERNR`
 - ID: Typically personnel number for employees whose master data is changed in PA30
3. The [Event Handler Report](#) (`PYC_EVENT_HANDLER`) finds the event handler items (in the event handler table) for each individual process instance and creates a shadow processes to do the validation again:
 - It picks up all event handler items from the Event Handler table `PYC_D_EHI`.
 - It checks which event handler items are relevant to the currently active ("*In Execution*") monitoring process for the specified processes and whether the monitoring step of the monitoring process has been started.
 - If yes, it creates the shadow process for relevant event handler items for each active monitoring process.

Note

You can schedule this report to run regularly for a process as a batch job.

4. The shadow processes will be asynchronously started by the daemon job `PYD_DAE_PROCESS`, the recurrence of which is defined in the **Admin Transaction Report** (`PYC_ADMIN_TRANSACTION`). Each shadow process will include the following steps:
 - Initiate Policies
 - Monitoring
 - Steps templates that provide data for validation rules.
5. You can check the details of execution result of the shadow processes in report `PYC_SUPPORT_ANALYZE_PI_002`.

16.2.8.2 Context Types

A context type is a type of data that is provided by process steps and used by validation rules as process context. Context types are needed when you configure step templates and validation rules in Configuration Workbench.

During monitoring and team monitoring payroll processes, alerts are assigned to payroll administrator. After analyzing and correcting the relevant data, the payroll administrator can do an online recheck by choosing the [Validate](#) button on the alert page. This recheck is a synchronous shadow process. It includes the validation rules that have raised the current alert:

- If the validation rule requires data provided by a certain process step that is before the Initiate Policies step, then the step is included into the shadow process.
- Initiate Policies step is always included in the shadow process.
- Initiate Policies step only executes the current validation rule for the employee identified by the alert.

- Define the type of context (data) that can be provided by process steps.

After you define context types, they're used in the following situations:

- When you configure a step template in Configuration Workbench (transaction code `PYC_CONF_WB`), you specify which data is provided by the process step by choosing from the value help of existing context types.
- When you configure a validation rule in Configuration Workbench, you specify that which context type provided by process steps is used by the validation rule.

As a result, during the recheck of an alert, the relevant process steps that provide the data needed by validation rule are reexecuted to provide updated results to the validation rule.

i Note

In the standard delivery of SAP, the context type Payroll Result (CALC) is provided.

You can define and edit context types directly in Configuration Workbench when you configure step templates, on the Basic Information tab. Alternatively, you can also create context types using the Customizing activity [Define Context Types Provided by Process Steps](#). However, it's recommended that you use Configuration Workbench to define context types and use the Customizing activity [Define Context Types Provided by Process Steps](#) to delete a context type.





16.2.8.2.1 Deleting Context Types

Context types refer to the type of data provided by process steps to be checked by validation rules. These context types are needed when you configure step templates and validation rules in Configuration Workbench. When a context type is no longer needed, you can delete it using Customizing activity [Define Process Types](#).

Context

To define and edit context types, you are recommended to use Configuration Workbench when you configure step templates, on the Basic Information tab.

Procedure

1. In transaction `SPRO`, navigate to the Customizing activity [Define Process Types](#) under Customizing for  [Payroll](#)  [Payroll: International](#)  [Payroll Control Center](#)  [General Settings](#).
2. To delete a context type, make sure that you remove the context type from all step templates (and preferably validation rules) that use it first.

You can use the Refresh icon above the table to refresh the list of objects that are referencing the context type.

You cannot delete a context type if it is used by step templates. You can double-click a context type to find out which objects are using it.

- **Type**
The type of objects that use the context type, including step template and validation rule.
- **Object ID**
The ID of the objects that use the context type.
- **Name**
Name of the objects that use the context type.

→ Tip

You don't have to remove the context type from all validation rules in order to delete it. But it is highly recommended that you remove it from validation rules after you have removed the context type from all step templates.

To remove the context type from the object that is using it, take the following steps:

1. Go to Configuration Workbench.
 2. In the left panel in Configuration Workbench, choose the object type (for example, Step Template) from the dropdown list and double-click the object.
 3. Choose the *Basic Information* tab.
 4. In Edit mode, remove the context type from the object.
 5. Save your changes
3. Delete the context type and save your changes.

16.2.8.3 Test Payroll Results

The test payroll result function of Payroll Control Center enables the payroll driver to store tests results in the database, or more specifically, in the de-clustering tables for payroll results. These test results are created by the payroll driver using the same payroll consistency checks as for a productive payroll run.

Payroll Simulation in Payroll Driver vs. Test Payroll in Payroll Control Center

The following table compares the payroll simulation in the payroll driver, which is started directly from a transaction or from transaction SE38, with the test payroll process in Payroll Control Center.

	Payroll Simulation in Payroll Driver	Test Payroll in Payroll Control Center
Execution mode	The test payroll run in the payroll driver directly started from a transaction or by transaction ABAP Editor: Initial Screen (SE38), with the checkbox <i>Test run (no update)</i> selected.	<p>The payroll driver is executed via the step Create Test Payroll Data (PYP_V2_RUN_PAYROLL_TEST in the standard delivery) in the Payroll Process for Test-Payroll (PYP_V2_TEST_PAYROLL in the standard delivery).</p> <p>During the whole execution of the step, the internal payroll driver “production mode” flag is switched on, in order to guarantee that every business logic which affects the payroll calculation (for example payroll rules, operations and functions) is not biased by the payroll driver's execution mode.</p> <div> <p>⚠ Caution</p> <p>Therefore, make sure that the checkbox <i>Test run (no update)</i> is NOT selected for the payroll driver in the program variant. If this checkbox is selected, the test payroll results cannot be written to the database.</p> </div>
Effect on database	Test payroll results are generated but not written to the database. Instead, they are displayed in the payroll log.	Test payroll results are generated and written to the de-clustering table in the database (not the table PCL2)
Master data lock	Employees' master data are not locked. Transaction <i>Maintain HR Master Data</i> (PA30) can be used.	Master data is locked for individual employees one by one at the moment (for a few seconds) when test payroll is being calculated for that specific employee.
Payroll control record	<p>The payroll control record status is not set to “released for payroll”.</p> <p>Payroll control record is not locked.</p>	<p>The payroll control record status is not set to “released for payroll”.</p> <p>Payroll control record is locked and cannot be modified in PA03.</p>

These test results are created by the payroll driver using the same payroll consistency checks as for a productive payroll run. The chain of existing payroll periods for a given employee is taken into account during the calculation of the test results, in the same way as it would be taken in a productive payroll execution.

In contrast to the concept of “payroll simulation”, it's not possible to execute the “test results payroll calculation” for a period prior to the last accounted period of a given employee. During the whole execution of the “test results payroll calculation”, the internal payroll driver “production mode” flag is switched on, in order to guarantee that every business logic which affects the payroll calculation (for example payroll rules, operations and functions) is not biased by the payroll driver's execution modes.

Currently, the payroll driver can be started in “test-payroll” mode only in Payroll Control Center, in order to write the test payroll results to the database. There is no option on the payroll driver's selection screen to start a “test-payroll” run and write the test payroll results to database by starting from a transaction or from transaction *ABAP Editor: Initial Screen* (SE38).

16.2.8.3.1 Result Directories

There are two results directories:

- Productive results directory (HRPY_RGDIR)
- Test payroll results directory (HRDCT_TPY_RGDIR)

The test results directory contains the directory as it would exist if the current payroll period was productively calculated. There is no history or versioning for the test results; that means, the test results directory only contains the view on the results after the last test run. Every new execution causes the table entries (for the selected employees) to be deleted and recreated.

The entries which correspond to the productive rows from the productive results directory (HRPY_RGDIR) are copied to the test results directory, so that the chain of periods for each employee is completely contained in the test payroll results directory. In this way, periods are evaluated by analyzing the test directory as if it were the productive directory, without the need of complicated comparison between the two different directories.

Validation rules should use database joins between the test results directory and other payroll de-clustered tables.

❖ Example

You want that a validation rule should sum the total gross of an employee for the last actual periods of the year 2014. In this case, you build the database join on the P2RX_RT and HRDCT_TPY_RGDIR by joining fields PERNR and SEQNR. The table P2RX_RT contains both productive and test results sequence numbers (field SEQNR). Only the correct mixture of sequence numbers (field SEQNR) is considered by the database join, due to the result directory selection criteria.

It is possible to delete the test results out of the declustering tables by using the [Delete Declustered Payroll Results](#) (RPCDCT_DEL_DCT_DATA) report.

16.2.8.3.2 Payroll Log Storage

The employee specific messages of the payroll log are stored in table PYC_D_PY_MSG. The table key is in-period oriented; that means, messages are stored by in-period.

However, if you repeat the payroll run for an employee for the same period, the previous existing messages are overwritten for that employee for that period. If the repetition of the payroll is successful and there are no warnings, the stored messages for the involved employee(s) will be deleted from the table. Successfully payroll-period-executed-employees should have no entries on this table.

Employees registered on this table are tracked by the payroll control center through filter checks, so that they can be successfully re-processed.

This table also supports storing messages from test payroll executions. Such messages are marked with an "X" on field TEST_RES.

16.2.8.4 Simplified Configuration

16.2.8.4.1 Namespace for Policy and Process Simplified Configuration

One of the main features of simplified configuration is to enable processes to be created easily in the production system. So that no more tedious transportation process needs to be gone through when a new process is required.

To ensure this, it is important to define a clear scope for the policy and process IDs which will only be used in production system. For this purpose, the namespace is introduced.

Since the policy and process IDs are generated automatically in simplified configuration applications, system long time stamp is used to guarantee the uniqueness of each policy and process ID. The long time stamp occupies 21 characters, and the namespace is restricted to 5 digits. In total, 26 characters are used for the Policy/Process ID.

Components of Policy and Process ID	Length in Characters
Namespace	5
Time Stamp (Long Format)	21
Total	26

Additionally, another 4 digits are reserved for authorization prefix for simplified configuration processes. Therefore, you need to plan well to distinguish the authorization of your processes within 4 digits.

16.2.8.4.2 BOPF Model

For policies and processes in the simplified configuration model, SAP standard application framework BOPF (Business Object Processing Framework) is used. The BOPF is an ABAP OO-based framework that provides a set of generic services and functionalities to speed up, standardize, and modularize your development. BOPF manages the entire life cycle of your business objects and covers all aspects of your business application development. Instead of expending effort for developing an application infrastructure, the developer can focus on the individual business logic. Using BOPF, you get the whole application infrastructure and integration of various components for free. This allows you to rapidly build applications on a stable and customer-proved infrastructure.

Two BOPF Business Objects are created for simplified configuration:

- **PYC_POLICY_MAINT_REQ**
This business object contains all the information needed to maintain a policy in Payroll Control Center. It contains the following nodes:
 - **POLICY_MAINT_REQ (Root Node)**
This node is the root node of business object, it contains the main information of root level, for example, the Policy Type. It also contains administration information that is used for managing the status and life

cycle of this entry, for example, Create By, Created At, Status, and Reference ID which is technically the same as Policy ID.

- **POLICY_TEXT**
This node contains all policy texts with various language codes, like traditional text tables.
- **POLICY_CHECK**
This node contains all validation rules that are assigned to this policy.
- **PYC_PROCESS_MAINT_REQ**
This business object contains all the information needed to maintain a process in Payroll Control Center. It contains the following nodes:
 - **PROCESS_MAINT_REQ**
This node is the root node of business object. It contains the main information of root level, for example, Process Type. It also contains administration information that is used for managing the status and life cycle of this entry, for example, Create By, Created At, Status, and Reference ID which is technically the same as Process ID.
 - **PROCESS_TEXT**
This node contains all process texts with various language codes, like traditional text tables.
 - **PROCESS_MAINT_REQ_ISP**
This node contains all process selections. The process selection reflects the process instance selection parameters, for example, payroll area and its value.
 - **PROCESS_MAINT_REQ_RECURRENCE**
This node contains all process instances related to the process.
 - **PROCESS_MAINT_REQ_ADMIN**
If the process contains the monitoring step, it will additionally have the administrator list information. This node is used for keeping the administrator list information.
 - **PROCESS_MAINT_REQ_POLICY**
If the process contains the monitoring step, it will additionally have the policy assignment information and the policy should originate from the previous policy business object. This node contains the policy assignment information.

Some Determinations, Validation and Actions are also created for these two business objects. These are some advanced topics for BOPF.

- The Determinations help to maintain the administrative information of root level in a central way.
- The consistency Validations help to do various validations for the consistency check in order to create a correct configuration.
- The Actions help to change the status of the business object and execute the backend tasks from technical point of view.
For example, Action [ACTIVATE](#) in Business Object **PYC_PROCESS_MAINT_REQ** will change the status of this business object entry to [Active](#) and also create process, generate process steps, generate process context (Check instances and Analytic instances) and generate process instances finally.

For more information, see related technical documents of these BOPF topics.

Authorization checks are also created on root level.

16.2.8.4.3 Policy Configuration Validation, Generation and Deletion

This section describes what happens when a policy maintenance request is being validated, saved or deleted. It helps you to check the correctness of the policy being created with simplified configuration.

Validation

The following rules are checked or enforced for policy configuration.

- The policy type that is used by the policy must exist.
- Policy name must be maintained.
- At least one validation rule has been assigned to the policy.
- Policy and the validation rules assigned to the policy must have the same country grouping. For example, both have the country grouping 01 (Germany) or * (All).
- Validation rules assigned to the policy must support the process context. This means that the validation rules have only payroll process ID (`PYP_PROC`) and payroll process instance ID (`PYP_PROC_INST`) as fixed, mandatory, key input parameter.

The last two rules have already been enforced when the value help is called. The system only lists those validation rules that support process context in the specified (in policy type) country grouping.

Generation

When a user clicks the [Save](#) button to save a policy configuration, validation is carried out. Once the policy is saved successfully, the following objects are generated:

- Create Policy as Data Source Class with category `PY_COCKPIT`, in table `PYD_D_CLS`. Country grouping, instance and time selection parameter comes from the policy type.
- Create Policy Text in logon language key in table `PYD_D_CLST`.
- Create `DEFAULT` folder under the policy data source class in table `PYD_D_FOL`, using the country grouping from the policy type.
- Create `DEFAULT` folder name in table `PYD_D_FOLT`.
- Create assignment of the check data source types to default folder in table `PYD_D_FOLTY`. The sort order will follow the order decided by the end user in Policy Configuration app.
- In addition, if the policy is already used in processes, any modification to the policy will also trigger a regeneration of the check instances for all affected processes.
- If a validation rule is removed from the policy, the check instances for the related processes will also be removed.

Deletion

It is possible to delete the policy so long as it is not used in any process maintenance request. Otherwise user will receive message “Policy cannot be deleted because it has been assigned to processes”.

You can delete a policy by choosing the [Edit](#) button in the overview screen and then delete it.

The following objects will be deleted:

- Delete Policy as Data Source Class from table `PYD_D_CLS`.
- Delete Policy Text in all language key from table `PYD_D_CLST`.
- Delete all folder under the policy data source class from table `PYD_D_FOL`.
- Delete all folder name from table `PYD_D_FOLT` for the policy.
- Delete assignment of the check data source types to the policy in table `PYD_D_FOLTY`.

16.2.8.4.4 Process Configuration Validation, Generation and Deletion

This section describes what happens when a process maintenance request is being validated, saved or deleted. It helps you to check the correctness of the process that is being created with simplified configuration.

Validation

The following validation rules are checked or enforced for process configuration:

- Process Type
 - Process type used by the process must be existing.
- Process Name
 - Process name must be maintained.
- Selection
 - At least one selection must be assigned to the process.
 - There must be no duplicate selections assigned to the process.
 - If the process uses payroll area as selection parameter, the period modifier (PERMO) must be supplemented as the additional process type context. Subsequently, the payroll areas must all fall in this period modifier.
- Policy
 - If the process type refers to a process containing the monitoring step, at least one policy must be assigned to the process.
 - When the consultant maintains the process type, a list of policy types has been assigned to the process type. Only the policies that use the assigned policy types can be assigned to the process of the process type.
 - The policy assigned to the process must be existing
 - There must be no duplicate policies assigned to the process.

- Team
 - If the process type refers to a process containing monitoring step, at least one team member must be assigned to the process.
 - The list of the team members that can be assigned to the process can be customized in BAdI `PAY_PYC_PMR_ADMIN`.
 - There must be no duplicate team members assigned to the process.
- Analytics
 - If the process type refers to a process containing monitoring step, at least one team member must be assigned to the process.
 - The analytics class must only contain the KPI data source types supporting process context. That is, the KPI has only payroll process ID (`PYP_PROC`) and payroll process instance ID (`PYP_PROC_INST`) as fixed, mandatory, key input parameter.
- Recurrence
 - At least one recurrence needs to be assigned to the process.
 - There must be no duplicate recurrences assigned to the process.
 - Begin or end date must be maintained.
 - End date should be later than the begin date.
 - The recurrences (for example, payroll period) assigned to the process must be valid. For payroll period, it must be a generated period related to the period modifier in the process type additional context.
 - The recurrences assigned to the process must be continuous, with no gap.
 - If the process instance representing the recurrence is already in execution, then the recurrence will be read only. That is, the recurrence cannot be updated or deleted.

Generation

When the user clicks the [Save](#) button to save the process configuration, validation is carried out. And the following objects are generated if the processes can be saved successfully.

- Create **process** in table `PYC_D_PYP`. Country grouping, instance selection parameter, Analytics class, administrator group (used as contact persons for process steps) and Event Handler enabled flag are taken from the process type. Business logic version will be '002'. Process category are no longer used, so it will be left blank.
- Create **process name** in the logon language in table `PYC_D_PYPT`.
- Create **process template assignment** to the process in table `PYC_D_PYPTE`. The process template is defined in process type. Since simplified configuration does not support time dependency for the process template assignment, the begin date and end date are set as 1800.01.01 and 9999.12.31. In case of process template changes, we recommend that a new process should be created.
- Create **policy assignment** to the process in table `PYC_D_PYPPOL`. The policies are valid ones in the Policy section in the Process Configuration app.
- Create **instance selection parameter assignment** to the process in table `PYC_D_PYPISP`. The selections are valid ones in the selection section in process configuration application.
- Generate/Re-generate the **process steps**. This is similar to generating process steps using the report `PYC_GENERATE_STEP`.
 - The step input parameters come from the process type's payroll steps context.

- The data source instance used for process authorization is also generated (the data source instance using the data source type PYP_PROC_INST with the process ID as the value of input parameter PYP_PROC). The prefix of the authorization data source instance is the one specified in the process type.
- Generate **process instances**. This is similar to generating process instances using the report PYC_GENERATE_PROC_INSTANCE. The process instance start and due date are defined in the Recurrence section of Process Configuration app.
- Generate **check instances** for all the policies assigned to the process. This is similar to generating check instances using the report PYC_GENERATE_PROCESS_CONTEXT. The check instances' IDs will use the prefix specified in the process type.
- Generate **analytics instances** for all KPIs assigned to the process. This step was done manually before; now the analytics data source type are restricted so that automatic generation is possible. For more information, see Validation section above. The analytics instances' IDs will use the prefix specified in the process type.
- In case of removing a selection from the configuration and saving the process configuration again, only the selection assignment to the process (PYC_D_PYPISP) is removed. For process instances that are already in execution, it requires a repeat run of the steps to reflect the correct selection.
- In case of removing a team member from the configuration and saving the process configuration again, the Worklist created for the removed team member will be also removed. And check alerts already assigned to the team member will be unassigned back to queue, so that other team members can pick them again.
- In case of removing a policy from the configuration and saving the process configuration again, all the check instances for the checks under the policy that is assigned to the process will be removed. This requires a repeat run for the process instance already in execution to reflect the correct checks and alerts.
- In case of removing a recurrence from the configuration and saving the process configuration again, the upcoming process instance will be removed.

Deletion

It is possible to delete the process so long as it has no process instances that's in execution or closed. Otherwise the user will receive a message "Related process instance has started".

If the process is eligible for deletion, you can do it by selecting the Edit button in the overview screen and then delete it.

The following objects will be deleted.

- Delete analytics instances related to the process.
- Delete check instances related to the process.
- Delete process instances related to the process's recurrences.
- Delete process steps generated for the process and delete the data source instance for process authorization purpose (the one using data source type PYP_PROC_INST with the process ID as the value of input parameter PYP_PROC)
- Delete entries for the process from the following tables:
 - PYC_D_PYPISP: Instance Selection Parameter Assignment to the Process
 - PYC_D_PYPPOL: Policy Assignment to the Process
 - PYC_D_PYPTTE: Process Template Assignment to the Process
 - PYC_D_PYP: Definition of Process
 - PYC_D_PYPT: Process Text of All Languages

16.3 Integrate Payroll Control Center in Employee Central

A high-level process flow for integrating the Payroll Control Center in Employee Central.

Prerequisites

- Payroll Control Center has been implemented for Employee Central Payroll. See [Implement Payroll Control Center \[page 385\]](#).
- The *Enable Payroll Control Center* option has been selected in Provisioning. If you are an existing customer with Payroll Control Center, this Provisioning option is already selected in your system.

→ Remember

As a customer, you don't have access to Provisioning. To complete tasks in Provisioning, contact your implementation partner or Account Executive. For any non-implementation tasks, contact Product Support.

Context

The following steps outline the processes you must complete to integrate the Payroll Control Center with Employee Central. If the Payroll Control Center was enabled and used in a previous release, the relevant settings are automatically migrated and you only configure the permission settings.

Procedure

1. [Setting Up Role-Based Permissions for System Administrator \[page 756\]](#)
You grant to the system administrator the relevant role based permissions that are required for configuring payroll systems, configuring the classic or new Payroll Control Center solution to be displayed for payroll systems, and assigning payroll systems to users.
2. [Setting Up Role-Based Permissions for Business Users \[page 757\]](#)
The system admin sets up the role based permissions required for using different tabs in Payroll Control Center.
3. [Assigning Payroll Systems to a User \[page 757\]](#)
Assign payroll systems to each user, such as the payroll process manager, the payroll admin, and the user for *Manage Policies* and *Manage Processes*, so that they can access the assigned payroll system for Payroll Control Center.
4. [Specifying Payroll Control Center Configuration \[page 759\]](#)

Specify Payroll Control Center configuration to choose the new experience UI for Payroll Control Center. If you have been using the classic, calendar UI of Payroll Control Center, it's recommended that you switch to the new experience UI, as the classic UI is no longer being maintained.

16.3.1 Setting Up Role-Based Permissions for System Administrator

You grant to the system administrator the relevant role based permissions that are required for configuring payroll systems, configuring the classic or new Payroll Control Center solution to be displayed for payroll systems, and assigning payroll systems to users.

The system administrator shall have the following role based permissions:

Category	Permissions	Comment
<i>Manage SAP System Configuration</i>	<i>Access to SAP System Configuration</i>	This enables a user to see the SAP System Configuration link in administrator Center.
<i>Payroll Integration Permission</i>	<i>SAP System Configuration</i> Select <i>View</i> and <i>Edit</i> permissions	This allows the user to configure the payroll system parameters.
	<ul style="list-style-type: none"> • <i>Payroll System Assignment</i> Select <i>View</i> and <i>Edit</i> permissions • <i>Payroll Control Center Configuration</i> Select <i>View</i> and <i>Edit</i> permissions 	<ul style="list-style-type: none"> • <i>Payroll System Assignment</i> This permission allows a user to assign payroll systems to a target user (payroll administrator or payroll process manager, for example). • <i>Payroll Control Center Configuration</i> This permission allows the user to configure the classic or the new Payroll Control Center solution for each payroll system.

For more information, see [Assigning a Permission Role](#) and [List of Role-Based Permissions](#).

Parent topic: [Integrate Payroll Control Center in Employee Central \[page 755\]](#)

Next: [Setting Up Role-Based Permissions for Business Users \[page 757\]](#)

16.3.2 Setting Up Role-Based Permissions for Business Users

The system admin sets up the role based permissions required for using different tabs in Payroll Control Center.

Category	Permissions	Comment
Payroll Integration Permission	SAP System Configuration	Optional for business users. The view permission allows the user to view the payroll system parameters.
	Payroll System Assignment	Optional for business users. The view permission allows the user to view the payroll system assignment to users.
Payroll Control Center	<ul style="list-style-type: none">• My Processes Access• My Alerts Access• Unassigned Alerts Access• Manage Processes Access• Manage Policies Access• My Off-Cycles Access• Manage Teams Access• Manage Configuration Access• My Teams Access	These permissions control access to the corresponding tabs or applications in the Payroll Control Center.

For more information, see [Assigning a Permission Role](#) and [List of Role-Based Permissions](#).

Parent topic: [Integrate Payroll Control Center in Employee Central \[page 755\]](#)

Previous: [Setting Up Role-Based Permissions for System Administrator \[page 756\]](#)

Next task: [Assigning Payroll Systems to a User \[page 757\]](#)

16.3.3 Assigning Payroll Systems to a User

Assign payroll systems to each user, such as the payroll process manager, the payroll admin, and the user for [Manage Policies](#) and [Manage Processes](#), so that they can access the assigned payroll system for Payroll Control Center.

Prerequisites

Check and make sure that you have configured the Employee Central Payroll systems for Payroll Control Center before you can assign them to users.

For information, see [Configuring SAP Payroll Systems \[page 42\]](#).

Procedure

1. Go to *Admin Center*. In the *Tools* search field, enter *Payroll System Assignment*.
2. Select *Payroll System Assignment* in the *Create New* dropdown menu and enter the relevant information.

The screenshot shows the 'Payroll System Assignment' form in the SAP SuccessFactors Admin Center. At the top, there is a 'Back to Admin Tools' link and a 'Payroll System Assignment' title. Below the title, there are search and create new dropdown menus, both currently set to 'No Selection'. The main form area is titled 'Payroll System Assignment' and contains a 'User Name' field with the value 'Rudolph Root'. Below this, there is a table with two columns: 'System Name' and 'Default'. The table lists three systems: 'EHR', 'HRIS', and 'ZBH', each with a 'Default' status of 'No'. There is also a 'No Selection' option for the system name. At the bottom right of the form, there is a 'Save' button. The footer of the page includes copyright information for SuccessFactors, Inc. and the SuccessFactors logo.

System Name	Default
EHR	No
HRIS	No
ZBH	No
No Selection	No

- User Name
Enter the user name.
 - Systems
Select system names in the dropdown menu.
 - Default
Select a default system.
3. Click [Save](#).

Results

When the user accesses a tab page (for example, *My Processes*) in Payroll Control Center, he or she sees the data of the default system. The user can choose to process other payroll systems that he or she has been assigned to by selecting the specific system.

Task overview: [Integrate Payroll Control Center in Employee Central \[page 755\]](#)

Previous: [Setting Up Role-Based Permissions for Business Users \[page 757\]](#)

Next task: [Specifying Payroll Control Center Configuration \[page 759\]](#)

16.3.4 Specifying Payroll Control Center Configuration

Specify Payroll Control Center configuration to choose the new experience UI for Payroll Control Center. If you have been using the classic, calendar UI of Payroll Control Center, it's recommended that you switch to the new experience UI, as the classic UI is no longer being maintained.

Prerequisites

You have configured SAP payroll systems for Payroll Control Center. For more information, see [Configuring SAP Payroll Systems \[page 42\]](#).

Procedure





















1. Go to [Admin Center](#). In the [Tools](#) search field, enter [Payroll Control Center Configuration](#).
2. Do one of the following:
 - Create a new Payroll Control Center Configuration record: In [Create New](#), select [Payroll Control Center Configuration](#).







- Edit the existing Payroll Control Center Configuration record if one already exists for your company ID. You should either delete the existing record before creating a new record or directly edit the existing record. In [Search](#), select [Payroll Control Center Configuration](#). In the second dropdown menu, enter the company ID. In the [Take Action](#) dropdown menu, select [Make Correction](#).



3. For each payroll system, define the Payroll Control Center solution version:
 - [System Name](#)
Select a payroll system from the dropdown menu.
 - [My Processes](#)
Payroll Control Center: It is suggested that you choose this option to get the latest features of Payroll Control Center.


ACTIVE PROCESSES (106) UPCOMING PROCESSES (404) UPCOMING OFF-CYCLE PROCESSES (27) COMPLETED PROCESSES (23)				
<div>Search </div> <div></div>				
Process	Progress	Status	Due on	
Test for over 100 recurrences January 1990	 1/3	Initiate Policies	 OK	 Jan 31, 1990
Test for over 100 recurrences February 1990	 1/3	Initiate Policies	 OK	 Feb 28, 1990
Test for over 100 recurrences March 1990	 1/3	Initiate Policies	 OK	 Mar 31, 1990
Test for over 100 recurrences April 1990	 1/3	Initiate Policies	 OK	 Apr 30, 1990
Mac's process for SC test 01 January 2014	 1/3	Initiate Policies	 OK	 Jan 31, 2014
Linda test US Payroll January 2014	 0/3	Create Test Payroll Data	 Error	 Jan 31, 2014

Payroll Control Center Classic: This option is no longer being maintained. If you are using this option already, please change to Payroll Control Center to get the latest features. Note that after you switch to the Payroll Control Center option, you will need to complete the implementation steps in [Activating the Manage Configuration Application \[page 399\]](#). For more information, see SAP Note [2770460](#) .

Payroll Control Center				
<div>16 CURRENT PROCESSES 28 UPCOMING PROCESSES 0 COMPLETED PROCESSES</div>				
YF: Productive Payroll Process January 2015	Due on Jan 31, 2015		Current process step Initiate Policies	
YF: Productive Payroll Process February 2015	Due on Feb 28, 2015		Current process step Start Payroll	
YF: Test Payroll Process January 2015	Due on Jan 31, 2015		Current process step Create Test Payroll Data	

- **My Alerts**

Payroll Control Center: It is suggested that you choose this option to get the latest features of Payroll Control Center.

Payroll Control Center Classic: This option is no longer being maintained. If you are using this option already, please change to Payroll Control Center to get the latest features. Note that after you switch to the Payroll Control Center option, you will need to complete the implementation steps in [Activating the Manage Configuration Application \[page 399\]](#). For more information, see SAP Note [2770460](#) .

4. Click **Save**.

Task overview: [Integrate Payroll Control Center in Employee Central \[page 755\]](#)

Previous task: [Assigning Payroll Systems to a User \[page 757\]](#)

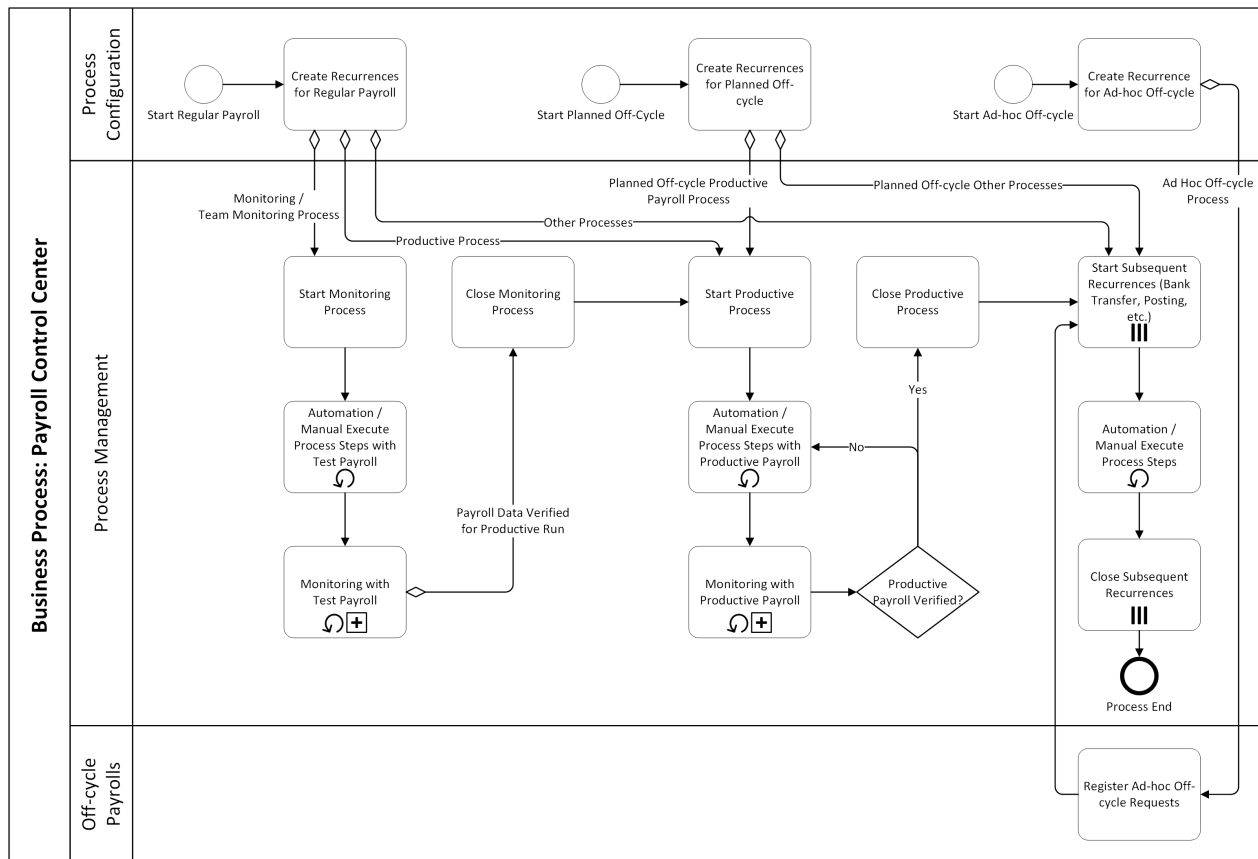
16.4 Use Payroll Control Center

Payroll Control Center enables you to verify the data quality when there's a change to employee data. Such a "change event" can happen through an HR person changing master data or data is being imported through some other programs. Whenever employee data is changed, Payroll Control Center finds out that a change has happened and validates the change against the policy for exactly those employees.

Payroll Control Center consists of a suite of applications for different types of business users involved in the payroll process. The following diagram shows a typical business process for using Payroll Control Center.

i Note

For different process categories, the business process can be slightly different. For example, some applications and steps are only relevant for Team Monitoring processes, and there are some restrictions for alert assignment and alert processing for Productive Payroll processes. It's important that you get familiar with the different process categories and other key concepts of Payroll Control Center. See [Process Categories \[page 363\]](#).



- [Creating Payroll Processes in Manage Processes \[page 767\]](#)
- [Creating Planned Off-Cycle Productive Payroll Processes in Manage Processes \[page 770\]](#)
- [Creating Ad Hoc Off-Cycle Other Processes in Manage Processes \[page 774\]](#)
- [Managing Payroll Processes \[page 784\]](#)
- [Configuring Step Templates \[page 599\]](#)
- [Monitoring Step with Test Payroll Result \[page 795\]](#)
- [Managing Payroll Processes \[page 784\]](#)
- [Configuring Step Templates \[page 599\]](#)
- [Monitoring Step with Productive Payroll Result \[page 798\]](#)
- [Managing Payroll Processes \[page 784\]](#)
- [Configuring Step Templates \[page 599\]](#)
- [Creating Ad Hoc Off-Cycle Requests \[page 777\]](#)

In addition, you can use the Audit Trail application of Payroll Control Center for auditing purpose.

Roles	Tasks	Applications
Policy creator	Create policies with relevant check types	Manage Policies

Roles	Tasks	Applications
Process creator	Create processes and assign policies to the processes based on business needs	Manage Processes
Payroll process manager	<ul style="list-style-type: none"> Ensure the successful execution of a complete payroll process (for example, a payroll process manager in charge of the monthly payroll for June for a certain payroll area). Assign alerts (system-identified issues with master data and payroll data against the predefined validation rules based on company's policies, for example, a salary increase of X times the original salary) to payroll administrators for confirmation or correction. For team monitoring processes (processes of the category Team Monitoring), assign alerts to teams of payroll administrators for confirmation or correction. 	<ul style="list-style-type: none"> My Processes My Off-Cycles
Team creator	<p>For processes that support team capability (that is, processes of the category Team Monitoring),</p> <ul style="list-style-type: none"> Set up teams of payroll administrators for handling alerts in master data and payroll data: Define criteria for the system to automatically assign alerts to the team Define team leads and the team members for a team 	Manage Teams
Team lead for a team of payroll administrators	<ul style="list-style-type: none"> Manage teams and monitor the progress of alert processing Assign alerts to team members Activate and deactivate team members 	My Teams

Roles	Tasks	Applications
Payroll administrator	<ul style="list-style-type: none"> Resolving issues that have been identified during the execution of a payroll process (for example, clarify if a payment to a non-active employee is justified) Pick up unassigned alerts Forward an alert to another payroll administrator 	<ul style="list-style-type: none"> My Alerts (for managing alerts assigned to the payroll administrator) Unassigned Alerts (for picking up alerts that haven't been assigned yet) <div> <p>i Note</p> <p>All features of the Unassigned Alerts application are integrated into the My Alerts app. Team lead and payroll administrators can work on Unassigned Alerts in My Alerts. Unassigned Alerts can still be used for processes other than team monitoring processes.</p> </div>
Auditor	With read-only access to the process, check the action log for processes and alerts	Audit Trial

[Creating Policies in Manage Policies \[page 765\]](#)

A policy is a set of validation rules for checking employees' master data or payroll data. You use [Manage Policies](#) to create policies, which are later used by payroll processes to check employees' master data and payroll data.

[Creating Payroll Processes in Manage Processes \[page 767\]](#)

You can use the Manage Processes application to create recurrences of payroll processes, so that a payroll process manager can later execute these payroll processes in the My Processes application.

[Creating Ad Hoc Off-Cycle Requests \[page 777\]](#)

Payroll process managers use the [My Off-Cycles](#) application to create ad hoc off-cycle request on a single employee basis. A successfully created ad hoc request includes off-cycle payroll run and registration to an upcoming subsequent ad hoc off-cycle process. My Off-Cycles can only be used for countries or regions where the payroll localization supports off-cycle already.

[Process Management \[page 783\]](#)

The My Processes application enables you as the payroll process manager to execute and monitor the complete payroll process. By separating monitoring processes from productive payroll processes, Payroll Control Center enables you to verify the data quality whenever there's a change to employee data.

[Team Collaboration and Team Monitoring \[page 806\]](#)

As of release EA-HRRXX 608 SP60, two new applications are introduced in Payroll Control Center: Manage Teams and My Teams. These two applications enable the automatic distribution of alerts among teams based on predefined criteria and team collaboration between payroll process manager, team lead, and payroll administrators. These two apps are relevant for Team Monitoring processes only.

[Monitor Alerts as Payroll Administrator \[page 819\]](#)

As a payroll administrator, you need to manage alerts that are assigned to you and, when needed, pick up unassigned alerts. You process the alerts in your worklist by using the [My Alerts](#) application. You can also pick up unassigned alerts in [My Alerts](#) (for all types of processes) or the [Unassigned Alerts](#) application (for all types of processes except team monitoring processes).

[Auditing \[page 833\]](#)

Audit Trail enables you to view the action logs of each process, alert processing, and analytics in Payroll Control Center. You can also download the logs to a spreadsheet.

16.4.1 Creating Policies in Manage Policies

A policy is a set of validation rules for checking employees' master data or payroll data. You use [Manage Policies](#) to create policies, which are later used by payroll processes to check employees' master data and payroll data.

Prerequisites

- You have set up policy types and process types in Configuration Workbench.
See [\(Recommended\) Option A: Configure Policy Types and Process Types in Configuration Workbench \[page 613\]](#).
- You have been granted role-based permissions for Manage Policies in both the Employee Central Payroll system and the Employee Central system.
See [Authorization for Policy Creator \(Manage Policies\) \[page 676\]](#) and [Setting Up Role-Based Permissions for Business Users \[page 757\]](#).

Context

i Note

If you update a policy that's already in use, make sure that you notify the payroll process manager to carry out necessary manual activities for the updates to take effect in time.

The home screen of the Manage Policies application displays the policy overview, including the following information:

Information	Comment
Name	Policy name
Policy Type	Policy type of the policy
Status	Status of the policy: <ul style="list-style-type: none">New: Unfinished, draft version of a policyActive: Validated and saved version of a policyIn Process by: Being edited by a user

On the home screen, you can execute the following actions:

Information	How?
Delete one or more existing policies	Click Edit in the lower right corner.
Edit an existing policy	Click the policy, and then on the Policy Details page, click the pencil icon in the lower right corner.
<div>i Note Once you click the pencil icon, this policy is locked by you. Click either Save or Cancel to unlock the policy.</div>	
Create a new policy	Click the Add icon.

Take the following steps to create a policy.

Procedure

1. Choose the Manage Policies tab in Payroll Control Center.
2. On the home screen, click the Add icon.
3. Select a policy type.
4. Enter the following information:
 - Policy name
 - Select one or more check types to assign them to the policy.
Possible check types are those with the same country/region grouping as the policy type.
5. Click [Validate](#) to validate your input and correct any errors prompted.
6. Click [Save](#) to save the policy.

Next Steps

After policies are created, create processes and assign relevant policies to processes.

Related Information

[Configuring Validation Rules in Manage Configuration \[page 470\]](#)

16.4.2 Creating Payroll Processes in Manage Processes

You can use the Manage Processes application to create recurrences of payroll processes, so that a payroll process manager can later execute these payroll processes in the My Processes application.

Prerequisites

- You have set up policy types and process types in Configuration Workbench.
See [\(Recommended\) Option A: Configure Policy Types and Process Types in Configuration Workbench \[page 613\]](#).
- You have been granted role-based permissions for Manage Processes in both the Employee Central Payroll system and the Employee Central system.
See [Authorization for Process Creator \(Manage Processes\) \[page 676\]](#) and [Setting Up Role-Based Permissions for Business Users \[page 757\]](#).

Context

i Note

If you update a process that's already in use, make sure that you notify the payroll process manager to carry out necessary manual activities for the updates to take effect in time.

The home screen of the Manage Processes application displays the process overview, including the following information:

Information	Comment
Name	Process name
Process Type	Process type of the process
Status	Status of the process: <ul style="list-style-type: none">• New: Unfinished, draft version of a process You can continue to edit the new process.• Active: Validated and saved version of a process• New in Process by: A draft version being edited by a user If a process is in process by others, you aren't allowed to edit it.• Active in Process by: An existing (validated and saved) version being edited by a user If a process is in process by others, you are not allowed to edit it.

On the home screen, you can execute the following actions:

Information	How?
Delete one or more existing processes	Click Edit in the lower right corner.
Edit an existing process	Click the process, and then on the Process Details page, click the pencil icon in the lower right corner.
<div>i Note Once you click the pencil icon, this process is locked by you. Click either Save or Cancel to unlock the process.</div>	
Create a new process	Click the Add icon.

Take the following steps to create a payroll process:

Procedure

1. In Payroll Control Center, choose the Manage Processes tab.
2. On the home screen, click the Add icon.
3. Select a process type.
4. Enter the following information:

Field	Action	Comments
Process name	Enter a name for the process, for example, Productive Payroll for Full-Time Employees Germany	
Selection	Select one or more selection parameters from the list.	
Policies	Select one or more policies from the list.	The possible options are policies whose policy types have been assigned to the process type and the country/region of the policy types matches that of the process type.

Field	Action	Comments
Team	Choose one or multiple payroll administrators if the process contains a monitoring step.	<p>Note</p> <p>For an ongoing, Monitoring process, if you add a new member here after the Monitoring step has already been started (that is, the current step is the Monitoring step), saving the Manage Processes application will automatically generate a worklist for this new member. And the payroll process manager can directly assign alerts to this new member in My Processes without having to restart the Monitoring step.</p> <p>For an ongoing, Productive process, if you add a new member here, the payroll process manager can directly assign alerts to this new member in Manage Processes.</p>
Analytics	Select the analytics.	The analytics class must have the same country/region as that of the process type to be included in the list.
Recurrences	Select the periods for which you want to generate recurrences of payroll process. Choose one or multiple (continuous) recurrences from a list. You can further specify the recurrence start and due date.	The list includes all the payroll periods from table T549Q in the back end.

- Click [Validate](#) to validate your input, and correct any errors prompted on the user interface.
- Click [Save](#) to save the process and generate the recurrences of payroll process for the selected periods.

Results

If it's successfully saved, the recurrences of payroll process are displayed in the [Upcoming Processes](#) tab in the My Processes application.

Next Steps

The payroll process manager uses My Processes application to manage the recurrences of payroll process.

Related Information

[Manual Activities for Policy and Process Changes \[page 806\]](#)

16.4.2.1 Creating Planned Off-Cycle Productive Payroll Processes in Manage Processes

Planned off-cycle processes can be expected and planned, such as year-end bonus. They can be recurrent and are managed like regular processes in Payroll Control Center. Planned off-cycle processes include Planned Off-Cycle Productive Payroll (PO) processes and Planned Off-Cycle Others (OO) processes.

Prerequisites

- You have set up policy types and process types in Configuration Workbench.
See [\(Recommended\) Option A: Configure Policy Types and Process Types in Configuration Workbench \[page 613\]](#).
- You have been granted role-based permissions for Manage Processes in both the Employee Central Payroll system and the Employee Central system.
See [Authorization for Process Creator \(Manage Processes\) \[page 676\]](#) and [Setting Up Role-Based Permissions for Business Users \[page 757\]](#).

Context

You can create a PO process by using the Manage Processes application, so that a payroll process manager can later execute these payroll processes in the My Processes application.

i Note

If you update a process that's already in use, make sure that you notify the payroll process manager to carry out necessary manual activities for the updates to take effect in time.

The home screen of Manage Processes displays the process overview, including the following information:

Information	Comment
Name	Process name
Process Type	Process type of the process
Status	Status of the process: <ul style="list-style-type: none">• New: Unfinished, draft version of a process• Active: Validated and saved version of a process• In Process by: Being edited by a user

On the home screen, you can execute the following actions:

Information	How?
Delete one or more existing processes	Click Edit in the lower right corner.
Edit an existing process	Click the process, and then on the Process Details page, click the pencil icon in the lower right corner.
<div>i Note Once you click the pencil icon, this process is locked by you. Click either Save or Cancel to unlock the process.</div>	
Create a new process	Click the Add icon.

Take the following steps to create a planned off-cycle productive payroll process:

Procedure

1. In Payroll Control Center, choose the Manage Processes tab.
2. On the home screen, click the Add icon.
3. Select a planned off-cycle productive payroll process type.
4. Enter the relevant information:
 - Process name
 - Selection: Select one or more selection parameters from the list.
The value list is decided by the instance selection parameter type for the process type. Moreover, if the parameter type is payroll area (ABKRS), the process context Payroll Period Modifier (PERMO) is also used to filter the payroll areas.
 - Off-Cycle Reason: Select an off-cycle reason.
 - [Policies](#): This field is visible if a monitoring step is defined in the process type. Select one or more policies from the list.
The possible options are policies whose policy types have been assigned to the process type and the country/region of the policy types is the same as that of the process type or *, meaning all countries/regions.
 - [Team](#): This field is visible if a monitoring step is defined in the process type. Choose one or multiple payroll administrators if the process contains a monitoring step. The list can be filtered by user ID, first name, and last name implemented by the default BAdI implementation.
 - [Analytics](#): This field is visible if a monitoring step is defined in the process type.
 - [Recurrences](#): Enter the pay date and payment ID. Note that the payment ID can't be A-X or O-9.

i Note

When the payroll administrator maintains bonus for an employee in Employee Central, the **pay ID** and **off-cycle reason** for the employee must be the same as the **pay ID** and **off-cycle reason** of the planned off-cycle productive process in order to include the employee in the off-cycle process.

5. Click [Validate](#) to validate your input, and correct any errors prompted on the user interface.
6. Click [Save](#) to save the process and generate the recurrences of payroll process for the selected periods.

Results

If it's successfully saved, the processes are displayed in the [Upcoming Off-Cycle Processes](#) tab in the My Processes application.

Related Information

[Manual Activities for Policy and Process Changes \[page 806\]](#)

[Managing Payroll Processes \[page 784\]](#)

[Off-cycle Reason \[page 269\]](#)

[Payment ID \[page 271\]](#)

16.4.2.2 Creating Planned Off-Cycle Other Process in Manage Processes

Planned off-cycle processes can be expected and planned, such as year-end bonus. They can be recurrent and are managed like regular processes in Payroll Control Center. Planned off-cycle processes also include Planned Off-Cycle Productive Payroll (PO) processes and Planned Off-Cycle Others (OO) processes. You can create an OO process by using the Manage Processes application, so that a payroll process manager can later execute these payroll processes in the My Processes application.

Prerequisites

- You have set up policy types and process types in Configuration Workbench.
See [\(Recommended\) Option A: Configure Policy Types and Process Types in Configuration Workbench \[page 613\]](#).
- You have been granted role-based permissions for Manage Processes in both the Employee Central Payroll system and the Employee Central system.
See [Authorization for Process Creator \(Manage Processes\) \[page 676\]](#) and [Setting Up Role-Based Permissions for Business Users \[page 757\]](#).

Context

i Note

If you update a process that's already in use, make sure that you notify the payroll process manager to carry out necessary manual activities for the updates to take effect in time.

The home screen of the Manage Processes application displays the process overview, including the following information:

Information	Comment
Name	Process name
Process Type	Process type of the process
Status	Status of the process: <ul style="list-style-type: none">• New: Unfinished, draft version of a process• Active: Validated and saved version of a process• In Process by: Being edited by a user

On the home screen, you can execute the following actions:

Information	How?
Delete one or more existing processes	Click Edit in the lower right corner.
Edit an existing process	Click the process, and then on the Process Details page, click the pencil icon in the lower right corner. <div><h3>i Note</h3><p>Once you click the pencil icon, this process is locked by you. You must click either Save or Cancel to unlock the process.</p></div>
Create a new process	Click the Add icon.

Procedure

1. In Payroll Control Center, choose the Manage Processes tab page.
2. On the home screen, click the Add icon.
3. Select a process type.

The possible options are process types for which you have been granted authorization in the authorization object P_PYC_PYP.

4. Enter the following information:

- Process name
- Parent Off-Cycle Process: Select the planned off-cycle productive payroll process as the parent process for the planned off-cycle subsequent process.

The subsequent process inherits the selection parameter, off-cycle reason, and recurrences from its parent process.

5. Click [Validate](#) to validate your input, and correct any errors prompted on the user interface.
6. Click [Save](#) to save the process and generate the process instances for the selected periods.

Results

If it is successfully saved, the process instances for the recurrences are displayed in the [Upcoming Off-Cycle Processes](#) tab page in the Process Management application.

16.4.2.3 Creating Ad Hoc Off-Cycle Other Processes in Manage Processes

Ad hoc off-cycle payroll requests can be created on a single employee basis using the My Off-Cycles application. A successfully created ad hoc request includes off-cycle payroll run and registration to an upcoming subsequent ad hoc off-cycle (AO) process. An AO process processes all the registered ad hoc off-cycle requests and includes steps such as bank transfer, posting, and pay slip. You configure an AO process by using Manage Processes, so that a payroll process manager can later execute these payroll processes in the My Processes application.

Prerequisites

- You have set up policy types and process types in Configuration Workbench.
See [\(Recommended\) Option A: Configure Policy Types and Process Types in Configuration Workbench \[page 613\]](#).
- You have been granted role-based permissions for Manage Processes in both the Employee Central Payroll system and the Employee Central system.
See [Authorization for Process Creator \(Manage Processes\) \[page 676\]](#) and [Setting Up Role-Based Permissions for Business Users \[page 757\]](#).

Context

i Note

If you update a process that's already in use, make sure that you notify the payroll process manager to carry out necessary manual activities for the updates to take effect in time.

The home screen of the Manage Processes wizard displays the process overview, including the following information:

Information	Comment
Name	Process name
Process Type	Process type of the process
Status	Status of the process: <ul style="list-style-type: none">• New: Unfinished, draft version of a process• Active: Validated and saved version of a process• In Process by: Being edited by a user

On the home screen, you can execute the following actions:

Information	How?
Delete one or more existing processes	Click Edit in the lower right corner.
Edit an existing process	Click the process, and then on the Process Details page, click the pencil icon in the lower right corner. <div>i Note Once you click the pencil icon, this process is locked by you. You must click either Save or Cancel to unlock the process.</div>
Create a new process	Click the Add icon.

Take the following steps to create an ad hoc off-cycle other process in Manage Processes:

Procedure

1. In Payroll Control Center, choose the Manage Processes tab.
2. On the home screen, click the Add icon.
3. Select an ad hoc off-cycle process type for the ad hoc off-cycle other process.
4. Enter the relevant information:
 - Enter the process name.
 - [Payroll Area](#): The payroll area where the individual off-cycle requests (employees) can be included in this process
 - [Off-Cycle Reason](#): Choose an off-cycle reason for the ad hoc off-cycle other process.
The following off-cycle reason types are supported for ad hoc off-cycle other processes:

SAP HR SP Level	Off-Cycle Reason Type (OCRTY)	Pay Type (PAYTY)
SP45	O - Others	B - Correction accounting
SP47	D - On-demand Payroll	Space - Regular
	E - Advance Pay with Original RT	Space - Regular
	G - Advance Pay with Retro Calculation.	Space - Regular
	B - Bonus (Pay ID = '!' only)	A - Bonus Payment
<div> <div>i Note</div> <p>When spot bonus is replicated from Employee Center to the Additional Off-Cycle Payments (0267) infotype in Employee Central Payroll, the pay ID is set to "!" by default.</p> </div>		
SP50	V - Absences	A - Bonus Payment

- **Policies:** This field is visible if a monitoring step is defined in the process type. The possible options are policies whose policy types have been assigned to the process type and the country/region of the policy types is the same as the country/region of the process type or * (all countries/regions).
- **Team:** This field is visible if a monitoring step is defined in the process type. The list can be filtered by user ID, first name, and last name implemented by the default BADl implementation.
- **Analytics:** This field is visible if a monitoring step is defined in the process type. Select the KPI class for the process.
- **Recurrences:** Enter the pay date.
The ad hoc off-cycle requests from the same combination of payroll area and off-cycle reason are grouped in one AO process.

i Note

For the same combination of payroll area and off-cycle reason, there must be only one upcoming (that is, not started) ad hoc off-cycle subsequent process.

If there are **more than one** upcoming ad hoc off-cycle subsequent processes that have the same combination of payroll area and off-cycle reason but different pay dates, only one such process is recognized when users create the ad hoc off-cycle request. In this case, users aren't able to choose the wanted pay date to create off-cycle requests.

5. Click [Validate](#) to validate your input, and correct any errors prompted on the user interface.
6. Click [Save](#) to generate the process for the selected periods.

Results

Once saved, the process is displayed on the [Upcoming Off-Cycle Processes](#) tab in the My Processes application.

Related Information

[Manual Activities for Policy and Process Changes \[page 806\]](#)

[Managing Payroll Processes \[page 784\]](#)

[Creating Ad Hoc Off-Cycle Requests \[page 777\]](#)

16.4.3 Creating Ad Hoc Off-Cycle Requests

Payroll process managers use the [My Off-Cycles](#) application to create ad hoc off-cycle request on a single employee basis. A successfully created ad hoc request includes off-cycle payroll run and registration to an upcoming subsequent ad hoc off-cycle process. My Off-Cycles can only be used for countries or regions where the payroll localization supports off-cycle already.

Prerequisites

- The business function [Payroll Control Center: Off-Cycle Enablement](#) (HCM_LOC_CI_100) must be activated in transaction SFW5.
- An ad hoc off-cycle subsequent process for the payroll area of the employee and the off-cycle reason must be set up **before** you can create ad hoc off-cycle requests.
An ad hoc off-cycle subsequent process groups the subsequent activities to be processed after the ad hoc off-cycle payroll is executed. When you create the off-cycle request, you need to specify a pay date. This pay date comes from the pay date (Recurrence) of the ad hoc off-cycle subsequent process that has the same combination of payroll area and off-cycle reason as the request.

Note

For the same combination of payroll area and off-cycle reason, there must be only one upcoming (that is, not started) ad hoc off-cycle subsequent process.

If there's more than one upcoming ad hoc off-cycle subsequent process that has the same combination of payroll area and off-cycle reason but different pay dates, only one such process is recognized when you create the ad hoc off-cycle request. In this case, you aren't able to choose the wanted pay date to create off-cycle requests.

See [Creating Ad Hoc Off-Cycle Other Processes in Manage Processes \[page 774\]](#).

- You have the relevant authorization to create ad hoc off-cycle request for an employee.
See [Authorization for Ad Hoc Off-Cycle Requests \[page 684\]](#) and [Setting Up Role-Based Permissions for Business Users \[page 757\]](#).

Context

i Note

Previously, you can create off-cycle requests for advance payment only for future payroll periods that are within the same current financial year. Now, you can use the Customizing activity [Define Default Values for Advance Payments](#) (under Customizing for ► [Payroll](#) ► [Payroll: International](#) ► [Payroll Control Center](#) ► [Ad Hoc Off-Cycle Payroll](#) ►) to define the payroll periods across financial years for which you want to create off-cycle requests for payment in advance. The across-financial-year off-cycle advance pay also supports concurrent employment.

The following off-cycle reason types are supported in My Off-Cycles:

SAP HR SP Level	Off-Cycle Reason Type (OCRTY)	Pay Type (PAYTY)
SP45	O - Others	B - Correction accounting
SP47	D - On demand Payroll	Space - Regular
	E - Advance Pay with Original RT	Space - Regular
	Several future regular payroll periods are calculated in one off-cycle run. All future periods are considered as original periods with in-period equal to for-period.	
	G - Advance Pay with Retro Calculation.	Space - Regular
	Several future regular payroll periods are calculated in one off-cycle run. Only the highest payroll period is considered as original period, and all other periods are considered as retro-calculations.	
	B - Bonus (Pay ID = '!' only)	A - Bonus Payment
	<div><div>i Note</div><p>When spot bonus is replicated from Employee Center to the Additional Off-Cycle Payments (0267) infotype in Employee Central Payroll, the pay ID is set to ! by default.</p></div>	
SP50	V - Absences	A - Bonus Payment

Procedure

1. In Payroll Control Center, choose the My Off-Cycles tab.

2. On the home screen, click the Add icon.
3. Depending on the type of ad hoc off-cycle request you're creating, enter the relevant information:

Type of Ad Hoc Off-Cycle Request

Enter the Following Information

Correction	<ol style="list-style-type: none"> 1. Employee: The employee must belong to the payroll area that has been defined for the ad hoc off-cycle subsequent process. 2. Off-Cycle Reason: The allowed off-cycle reasons come from the ad hoc off-cycle subsequent process that has the same payroll area as the specified employee. 3. Adjustment Results: The system simulates the payroll run for the current period and calculates the differences with the existing payroll result. 4. Pay Date: The allowed pay dates come from Recurrences defined in the ad hoc off-cycle subsequent process.
Advance Pay with Original Result	<ol style="list-style-type: none"> 1. Employee: The employee must belong to the payroll area that has been defined for the ad hoc off-cycle subsequent process. 2. Off-Cycle Reason: The allowed off-cycle reasons come from the ad hoc off-cycle subsequent process that has the same payroll area as the specified employee. 3. Pay Date: The allowed pay dates come from Recurrences defined in the ad hoc off-cycle subsequent process. 4. Payments: The payment information.
Bonus	<ol style="list-style-type: none"> 1. Employee: The employee must belong to the payroll area that has been defined for the ad hoc off-cycle subsequent process. 2. Off-Cycle Reason: The allowed off-cycle reasons come from the ad hoc off-cycle subsequent process that has the same payroll area as the specified employee. 3. Pay Date: The allowed pay dates come from Recurrences defined in the ad hoc off-cycle subsequent process. <div data-bbox="617 1239 706 1272"> i Note </div> <div data-bbox="617 1291 1281 1323"> Pay date must be later than the Accounted to date in Infotype 0003. </div> <ol style="list-style-type: none"> 4. Payments: The off-cycle payment information from Infotype 0267 for the employee, off-cycle reason and pay date specified above.

Type of Ad Hoc Off-Cycle Request

Enter the Following Information

Advance Absence

1. **Employee:** The employee must belong to the payroll area that has been defined for the ad hoc off-cycle subsequent process.
2. **Off-Cycle Reason:** The allowed off-cycle reasons come from the ad hoc off-cycle subsequent process that has the same payroll area as the specified employee.
3. **Absence:** Choose an open absence record from Infotype 2001.

i Note

The available absence records are later than the **Accounted to** date in Infotype 0003.

4. **Pay Date:** The allowed pay dates come from **Recurrences** defined in the ad hoc off-cycle subsequent process.

i Note

Pay Date must be between the current period start date and the next period end date

4. Click **Check Request**.

The system runs a simulation off-cycle payroll using the payroll driver and variant defined in view V_T52OCV and the pay date and off-cycle reason specified in this request.

5. Click **Save Request**.

- **New**
New requests are off-cycle requests that have been newly created and not yet been picked up by the corresponding ad hoc off-cycle subsequent process.
- **In Process**
In-process requests are off-cycle requests currently being processed by the corresponding ad hoc off-cycle subsequent process.
- **Completed**
Completed requests are off-cycle requests that have already been processed by the corresponding ad hoc off-cycle subsequent process.

Results

The system does the following in sequence:

1. It runs the productive off-cycle payroll using the payroll driver and variant defined in view V_T52OCV and the pay date and off-cycle reason specified in this request.
2. It submits this request to the corresponding ad hoc off-cycle subsequent process based on the payroll area of the employee and the off-cycle reason.

Multiple requests can be registered to the same upcoming subsequent ad hoc off-cycle process.

Next Steps

The payroll process manager manages the subsequent ad hoc off-cycle process in the [My Processes](#) application.

16.4.3.1 Creating Ad Hoc Off-Cycle Requests from Notifications Panel

The Notifications panel lists employees with master data changes that require an ad hoc off-cycle payroll run. As a payroll process manager, you can create off-cycle requests for bonus payment and advanced vacation payment by using the information provided in the Notifications panel.

Prerequisites

- The business function [Payroll Control Center: Off-Cycle Enablement](#) (HCM_LOC_CI_100) must be activated in transaction SFW5.
- An ad hoc off-cycle subsequent process for the payroll area of the employee and the off-cycle reason must be set up **before** you can create ad hoc off-cycle requests.
An ad hoc off-cycle subsequent process groups the subsequent activities to be processed after the ad hoc off-cycle payroll is executed. When you create the off-cycle request, you need to specify a pay date. This pay date comes from the pay date (Recurrence) of the ad hoc off-cycle subsequent process that has the same combination of payroll area and off-cycle reason as the request.

i Note

For the same combination of payroll area and off-cycle reason, there must be only one upcoming (that is, not started) ad hoc off-cycle subsequent process.

If there's more than one upcoming ad hoc off-cycle subsequent process that has the same combination of payroll area and off-cycle reason but different pay dates, only one such process is recognized when you create the ad hoc off-cycle request. In this case, you aren't able to choose the wanted pay date to create off-cycle requests.

See [Creating Ad Hoc Off-Cycle Other Processes in Manage Processes \[page 774\]](#).

- You have the relevant authorization to create ad hoc off-cycle request for an employee.
See [Authorization for Ad Hoc Off-Cycle Requests \[page 684\]](#) and [Setting Up Role-Based Permissions for Business Users \[page 757\]](#).

Context

Not all notifications lead to valid off-cycle requests. You might need to make relevant changes based on the request check results.

i Note

For bonus payment, you can create ad hoc off-cycle requests for pay ID = '!' or the pay ID maintained in the view V_PYD_D_ATVC_PI in transaction SM30. When spot bonus is replicated from Employee Center to the Additional Off-Cycle Payments (0267) infotype, the pay ID is set to ! by default.

Procedure

1. In Payroll Control Center, choose the My Off-Cycles tab.
2. Click the Notifications icon in the bottom-right corner of the page and then follow the onscreen instructions.

Notifications

Search

Bonus Payment (1) Vacation Payment (6)

002412)

Basic Leave: Feb

Mr (

Leave: Oct 19,

L

Basic Leave: Apr 3,

Lindstrom (

Basic Leave: Apr 13, 2018 - Apr 20, 2018

Mr Tom

Vacation: Jul 17

Vacation: Jan 4,

Reason: Absence payment (00...

Pay Date: Dec 29, 2018

Create Request Cancel

16.4.3.2 Canceling Ad Hoc Off-Cycle Requests

After you access My Off-Cycles, you can cancel an off-cycle payment that meets all of the following conditions:

Context

- It is the last off-cycle request of an employee if the employee has several off-cycle requests.
- It is the last payroll result of the employee.
- Control record status of the employee is Exit Payroll.
- No follow-up activities (for example, Posting) have been started.

Only when an off-cycle request meets all the conditions will you see a Cancel Request button in the bottom right corner of the [Off-Cycle Details](#) page for that off-cycle request.

This feature supports both non-concurrent and concurrent employment. Only off-cycle requests created through My Off-Cycles can also be canceled in this application. And My Off-Cycles can only be used for countries or regions where the payroll localization supports off-cycle already.

❖ Example

A payroll administrator is asked by a line manager to pay a spot bonus to a single employee. The payroll administrator creates the spot bonus and produces a payroll result. Later, the payroll administrator recognizes that he recorded the spot bonus for the wrong employee (typo while entering the employee ID). The payroll administrator can cancel the produced payroll result to avoid payments to the wrong employee.

Procedure

1. In Payroll Control Center, choose the My Off-Cycles tab.
2. If the ad hoc off-cycle request can be canceled, choose the Cancel Request button in the bottom-right corner of the [Off-Cycle Details](#) page for that off-cycle request.

16.4.4 Process Management

The My Processes application enables you as the payroll process manager to execute and monitor the complete payroll process. By separating monitoring processes from productive payroll processes, Payroll Control Center enables you to verify the data quality whenever there's a change to employee data.

Specifically, you can do the following:

- Manage payroll processes
- Assign default processors for all alerts of by a policy
- Assign individual alerts to processors

- (For team monitoring processes) Pause or start the teams that are working on the alerts
- When there is a change to an existing policy or process, carry out the necessary activities so that the change takes effect in time
- Skip a step when it is stuck
- Delete a completed process to improve performance

[Managing Payroll Processes \[page 784\]](#)

Start and complete your payroll process so that you can detect issues with master data and simulation payroll data as early as possible and a productive payroll can be run later with the fewest issues or alerts.

[Monitor Alerts and KPIs as Payroll Process Manager \[page 799\]](#)

As a payroll process manager, you use the My Processes application to monitor alerts for employees' master data or payroll data in your processes in the Monitoring step.

[Manual Activities for Policy and Process Changes \[page 806\]](#)

If changes are required **after** a policy or a process has been created in simplified configuration and is already in use, you as payroll process manager need to take some manual activities before these changes can take effect.

16.4.4.1 Managing Payroll Processes

Start and complete your payroll process so that you can detect issues with master data and simulation payroll data as early as possible and a productive payroll can be run later with the fewest issues or alerts.

Prerequisites

- You have been granted role-based permissions for My Processes in Employee Central Payroll and Employee Central.
See [Authorization for Payroll Process Manager \(My Processes\) \[page 677\]](#) and [Setting Up Role-Based Permissions for Business Users \[page 757\]](#).
- To start a payroll process for ad hoc off-cycle subsequent activities, make sure that the ad hoc off-cycle request has been created in the Manage Off-Cycle Payrolls application.
See [Creating Ad Hoc Off-Cycle Requests \[page 777\]](#).

Context

My Processes enables you to manage all regular processes and the following types of off-cycle payroll processes:

- Planned off-cycle productive payroll (PO)
- Subsequent activities (OO) for PO processes
- Subsequent activities of ad hoc off-cycle payroll (AO)

i Note

The productive payroll for ad hoc off-cycle is managed in the [My Off-Cycles](#) application. For more information, see links at the bottom of the page.

Procedure

1. In Payroll Control Center, choose the My Processes tab page.

The home screen shows all the payroll processes that you are responsible for. The processes are classified according to their progress:

Process Tab Page	Information
Active Processes	All processes that have been started
Upcoming Processes	All processes that have not been started yet, excluding upcoming off-cycle processes.
Upcoming Off-Cycle Processes	This tab page lists all the upcoming off-cycle processes.
Completed Processes	All completed processes

2. If you haven't started your payroll process yet, go to [Upcoming Processes](#) or [Upcoming Off-Cycle Processes](#) tab page, find the payroll process that you want to start, and choose [Start Process](#).

The process you have just started is now moved to [Active Processes](#) tab page.

i Note

Starting a process doesn't necessarily start the first step of the process.

3. In the [Active Processes](#) tab page, find your processes.
4. Click the process.

You're directed to the first or the current step of the process.

5. On the step tab page, you can do any of the following:

Action	How?
Once you've started this step, you can display information of the step, such as status and contacts.	Click See Details

Action	How?
<p>After the main activity (for example, Generate test payroll results) you can:</p> <ul style="list-style-type: none"> Start the step Add notes and upload attachment for the step Restart the step if you want to execute the step again Confirm the step 	<p>To perform these activities, you:</p> <ul style="list-style-type: none"> Click Start You can manually start a step by clicking the Start button. A step can also be auto started based on the configuration of the step. <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p>i Note</p> <p>When you execute the Start Payroll step, if you have executed this step before, you will be prompted whether to open all the payroll control records or open the erroneous payroll control records only.</p> </div> <ul style="list-style-type: none"> Click Notes and then click the Add attachment icon Click Repeat In this case, all subsequent steps will be reopened. Click Confirm The current step must be confirmed before the next step can be started. You can manually confirm a step by clicking the Confirm button. A step can also be auto confirmed based on the configuration of the step template.

6. If everything is OK, confirm the current step and then start the next step.
7. If there is a monitoring step, make sure that alerts are assigned and processed.

→ Tip

Take caution when you confirm the monitoring step. You can confirm and close a monitoring step even if there are still open alerts.

8. Complete all the process steps to complete the process.

Results

The process is moved to the [Completed Processes](#) tab page.

Task overview: [Process Management](#) [page 783]

Related Information

[Monitor Alerts and KPIs as Payroll Process Manager](#) [page 799]

[Manual Activities for Policy and Process Changes](#) [page 806]

[Creating Ad Hoc Off-Cycle Requests](#) [page 777]

16.4.4.1.1 Process Overview

The home screen in My Processes application is a common overview entry screen. This screen shows all the payroll processes that you as a payroll process manager are responsible for. They are classified according to their progress:

- **Active Processes**
This tab lists all active processes.
- **Upcoming Processes**
This tab lists upcoming processes, excluding upcoming off-cycle processes.
- **Upcoming Off-Cycle Processes**
This tab lists all the upcoming off-cycle processes, including planned off-cycle productive payroll (PO) processes, subsequent activities (OO) for PO processes, and subsequent activities of ad hoc off-cycle payroll (AO).

i Note

The productive payroll for ad hoc off-cycle is managed as ad hoc off-cycle requests in the [My Off-Cycles](#) application.

- **Completed Processes**
This tab lists all completed processes.

[Active Processes \[page 788\]](#)

All active processes, including regular processes and off-cycle processes, are listed in the [Active Processes](#) tab page.

[Upcoming Processes \[page 789\]](#)

All the upcoming **regular** processes are listed in the [Upcoming Processes](#) tab page. The upcoming **off-cycle** processes are listed separately in the [Upcoming Off-Cycle Processes](#). You can check the information of an upcoming process and start an upcoming process.

[Completed Processes \[page 790\]](#)

You can check the information of a completed process or purge a completed process.

[Upcoming Off-Cycle Processes \[page 790\]](#)

In *My Processes* application, the [Upcoming Off-Cycle Processes](#) tab page lists all upcoming off-cycle processes except for the ad hoc off-cycle requests.

Related Information

[Creating Ad Hoc Off-Cycle Requests \[page 777\]](#)

16.4.4.1.1.1 Active Processes

All active processes, including regular processes and off-cycle processes, are listed in the [Active Processes](#) tab page.

For each process, this section provides the following information:

Information	Where?
Each payroll process with process title and period	Each of the lines below the Process bar
Progress of each process	Information below the Progress bar. The total number of the process steps and the number of steps that have already been completed are shown. To the right is the name of the current step.
Error status of each process	Colored line in the Status column. The standard SAP system provides the following status colors: Red= Error; Green= OK, Blue = No Status; Grey= In preparation; Dark Orange= Warning
Due date of the process	Information on the right of the process title. If the date is overdue, this line is shown in red.

You can filter the active processes by choosing the Settings icon.

If you click a process, you can navigate to the details of the current step.

Parent topic: [Process Overview \[page 787\]](#)

Related Information

[Upcoming Processes \[page 789\]](#)

[Completed Processes \[page 790\]](#)

[Upcoming Off-Cycle Processes \[page 790\]](#)

16.4.4.1.1.2 Upcoming Processes

All the upcoming **regular** processes are listed in the [Upcoming Processes](#) tab page. The upcoming **off-cycle** processes are listed separately in the [Upcoming Off-Cycle Processes](#). You can check the information of an upcoming process and start an upcoming process.

The [Upcoming Processes](#) section provides the following information:

Information	Where?
Each payroll process with title and period	Each of the lines below the Process bar
First step in the process	Each of the lines below the First Step bar
Planned start of the process	Information below the Start on bar. If the date is overdue, this line is shown in red.

You can execute the following **actions**:

Action	How?
Start a process	<p>Click the Start Process button</p> <p>Once the process is started, it is listed in the Active Processes tab page.</p> <div>i Note Starting a process does not necessarily start the first step of the process.</div>
Navigate to the details of the first process step	Click the process.
Filter processes	Use the Search field or choose the Settings icon.

Parent topic: [Process Overview \[page 787\]](#)

Related Information

[Active Processes \[page 788\]](#)

[Completed Processes \[page 790\]](#)

[Upcoming Off-Cycle Processes \[page 790\]](#)

16.4.4.1.1.3 Completed Processes

You can check the information of a completed process or purge a completed process.

For each process, this section provides the following **information**:

Information	Where?
Each payroll process with process title and period	Each of the lines below the processes bar
Error status of each process	Each of the lines below the Status bar
Date on which the process has been completed	Information on the last column on the right

If you click a process, you can navigate to the details of the first step.

→ Tip

As of release EA-HRRXX608 SP63, you can purge completed payroll processes. By purging completed processes that are no longer needed, you reduce the number of processes that are loaded every time the My Processes application is started. This improves the performance of the application.

Parent topic: [Process Overview \[page 787\]](#)

Related Information

[Active Processes \[page 788\]](#)

[Upcoming Processes \[page 789\]](#)

[Upcoming Off-Cycle Processes \[page 790\]](#)

16.4.4.1.1.4 Upcoming Off-Cycle Processes

In *My Processes* application, the [Upcoming Off-Cycle Processes](#) tab page lists all upcoming off-cycle processes except for the ad hoc off-cycle requests.

Specifically, the [Upcoming Off-Cycle Processes](#) includes the following off-cycle processes:

- Planned off-cycle: productive payroll
- Planned off-cycle: others (subsequent activities)
- Ad hoc off-cycle, which is the process for the subsequent activities of ad hoc off-cycle productive payroll

Information	Where?
Each payroll process instance with process instance title and period	Each of the lines below the Process bar
Type or category of off-cycle payroll process	<p>Each of the lines below the Type bar</p> <ul style="list-style-type: none"> Planned Off-Cycle - Productive Payroll Planned Off-Cycle - Others Ad Hoc Off-Cycle
Current status of the process	<p>Each of the lines below the Status bar</p> <ul style="list-style-type: none"> XXX Employees This status is marked with a green indicator. It means that xxx employees are assigned to this process and that this process can be started. Action: You can start the process. Parent not yet finished This status is applicable to the Planned Off-Cycle - Others (OO) processes. The parent process is the Planned Off-Cycle - Productive Payroll (PO) process that has been mapped to the OO process in Customizing activity Maintain Off-Cycle Process Additional Information. The parent PO process must be finished before the OO process can be started. Action: You can cancel the current OO process or wait till the parent PO process is finished. XXX requests This status is applicable to the Ad Hoc Off-Cycle (AO) processes. It means that xxx requests are registered to this process and the process can be started. Action: You can start the process. No requests This status is applicable to the Ad Hoc Off-Cycle (AO) processes. It means that no requests are registered to this process and that the process can be canceled. Action: You can cancel the process. No employees This status is applicable to the Planned Off-Cycle - Productive Payroll (PO) processes. It means that no employees are included in the planned off-cycle productive payroll and the process can be canceled. Action: You can cancel the process.
Planned start date of the process	Information below the Start on bar. If the date is overdue, this line is shown in red.

Information	Where?
Action	Each of the lines below the Action bar Once a process is started, it is listed in the Active Processes tab page. Note that starting a process does not necessarily start the first step of the process.

Parent topic: [Process Overview \[page 787\]](#)

Related Information

[Active Processes \[page 788\]](#)

[Upcoming Processes \[page 789\]](#)

[Completed Processes \[page 790\]](#)

16.4.4.1.2 Process Steps

You can check the information about the process steps in the process and start, restart, or confirm a process step.

Information	Where?
Name, period, status, due date, progress, and current active step of the process	Top section on the screen
All the steps in the process	Each tab
Status of the step and the completion date of a step if it is a completed step.	To the right of the step name and the Status section under the step name If there are errors in the step execution, the status to the right of the step name and the description in the Status section are displayed in red.
Details information of the step, including messages, program details, and contact persons	Click See details in the Status section.
Information about this step: what this step does	The Information section
A URL link that points to more information, for example, company policy.	Click See details in the Information section of the step details page.

Within the step details for all steps, except Monitoring Step, you can execute the following **actions**:

Action	How?
Once you have started this kind of step, you can display information of the step, such as, status, contacts, and so on	Click See Details .
After the main activity (for example, Generate test payroll results) you can: <ul style="list-style-type: none">Start the stepAdd notes and upload attachment for the stepRestart the step if you want to execute the step againConfirm the step	<p>To perform these activities, you:</p> <ul style="list-style-type: none">Click Start. You can manually start a step by clicking the Start button. A step can also be auto started based on the configuration of the step template. <div><p>i Note</p><p>When you execute the Start Payroll step, if you have executed this step before, you will be prompted whether to open all the payroll control records or open the erroneous payroll control records only.</p></div> <ul style="list-style-type: none">Click Notes and then click the Add attachment icon.Click Repeat. In this case, all subsequent steps will be reopened.Click Confirm. The current step must be confirmed before the next step can be started. You can manually confirm a step by clicking the Confirm button. A step can also be auto confirmed based on the configuration of the step template.

16.4.4.1.2.1 Initiate Policies Step for Validation Rules and KPIs from Manage Configuration

The Initiate Policies step executes the validation rules and KPIs that are created in Manage Configuration and are assigned to the process. Learn what the system does during the Initiate Policies step.

When the Initiate Policies step is started, the system does the following jobs in sequence:

1. The EXECUTE CHECK INSTANCES job runs the report PYC_EXECUTE_POLICIES_TSK to execute the validation rules that are assigned to the process and get alerts.
2. The ADJUST ALERT STATUS job runs the report PYC_TSK_VR_DEP_UPD to adjust status of alerts found in the previous job based on the alert dependencies between validation rules.

❖ Example

Alert dependencies have been defined that validation rule C depends on B, and B depends on A. This means that the same alerts raised by A will not be raised by B, and the same alerts raised by B will not be raised by C.

And validation rules A, B, and C are included in the same process via one or more policies.

Validation Rule	Caught the following alerts in the 1st job	Reports the following alerts
A	1, 2, 3	1, 2, 3
B	1, 3, 5, 6	5, 6 (Alerts 1 and 3 are displayed as suppressed by Validation Rule A in the spool output of the second job.)
C	1, 3, 4, 6	4 (Alerts 1, 3, and 6 are displayed as suppressed by Validation Rule B in the spool output of the second job.)

3. The EXECUTE KPI INSTANCES job runs the report PYC_EXECUTE_POLICIES_TSK to execute the KPIs that are assigned to the process and get KPI results.
4. The RECORD REJECTED EMPLOYEES job runs the report PYC_SUBMIT_REJ_PERNRS to record rejected employees. This enables process steps like Run Payroll to be repeated for erroneous employees.
5. This job is different between team monitoring process and other processes:
 - For **team monitoring** processes, the fifth job is SYNC. TEAM ALERTS ASSIGNMENT. It runs the report PYC_TEAM_SYNCHRONIZATION to assign alerts to teams based on the settings in Manage Teams. This distribution of alerts to teams is called "team synchronization".
 - For other payroll processes, the fifth job is ALERTS PRE-ASSIGNMENT. It runs the report PYC_PRE_ASSIGNMENT to assign alerts to users based on default processors defined by the process manager.

16.4.4.1.2.2 Initiate Policies Step for Validation Rules from Configuration Workbench

The Initiate Policies step executes the validation rules that are created from **Configuration Workbench** and are assigned to the process. Learn what the system does during the Initiate Policies step.

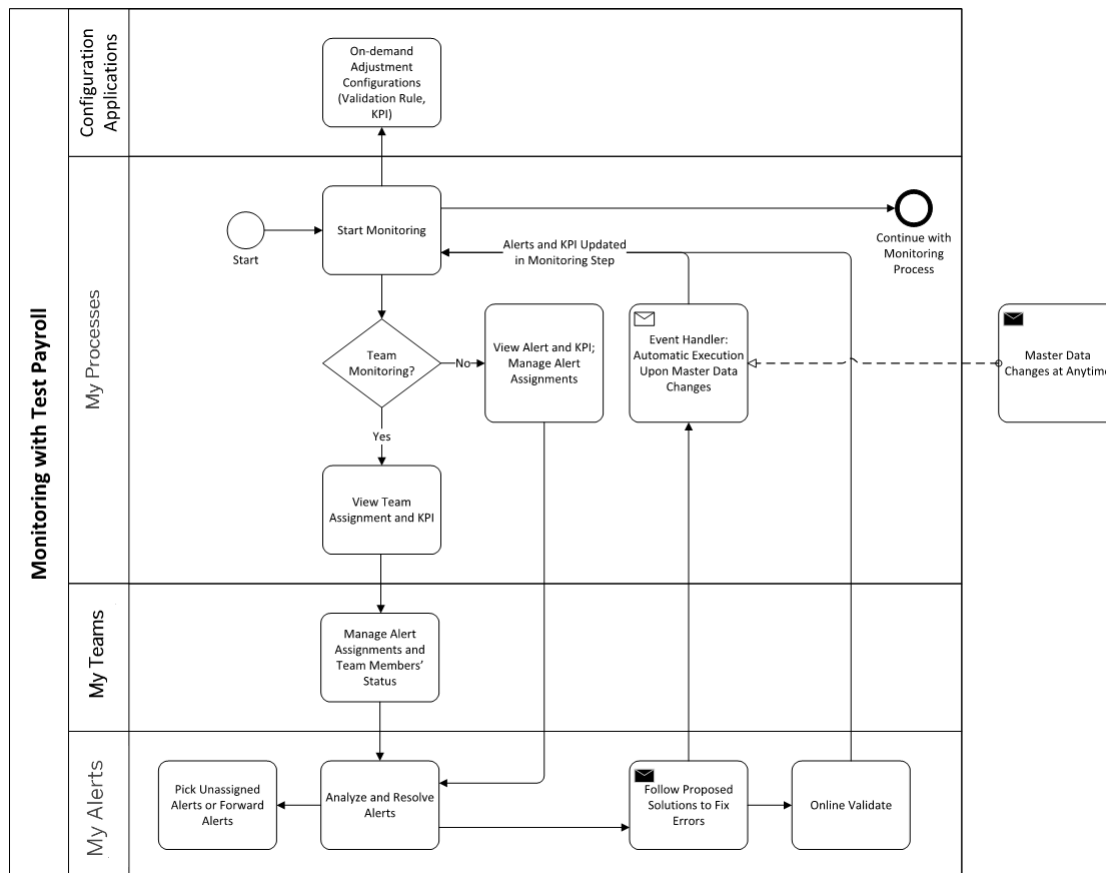
When the Initiate Policies step is started, the system does the following jobs in sequence:

1. The first batch of jobs execute the validation rules of the process based on the alert dependencies.
2. The EXECUTE KPI INSTANCES job runs the report PYC_EXECUTE_POLICIES to execute the KPIs assigned to the process and get KPI results.
3. The RECORD REJECTED EMPLOYEES job runs the report PYC_SUBMIT_REJ_PERNRS to record rejected employees. This enables process steps like Run Payroll to be repeated for erroneous employees.
4. This job is different between team monitoring process and other processes:
 - For **team monitoring** processes, this job is SYNC. TEAM ALERTS ASSIGNMENT. It runs the report PYC_TEAM_SYNCHRONIZATION to assign alerts to teams based on the settings in Manage Teams. This distribution of alerts to teams is called "team synchronization".
 - For other payroll processes, this job is ALERTS PRE-ASSIGNMENT. It runs the report PYC_PRE_ASSIGNMENT to assign alerts to users based on default processors defined by the process manager.

16.4.4.1.2.3 Monitoring Step with Test Payroll Result

The Monitoring step in a Monitoring process (or Team Monitoring process) consists of the reiterations of payroll process manager assigning alerts, payroll administrators (or teams) resolving the alerts by changing employees' master data, and the event handler automatically checks the changed master data to raise new alerts until the payroll data is verified.

Monitoring Step in Monitoring or Team Monitoring Processes



- [\(Recommended\) Configure Payroll Control Center Using Manage Configuration and Configuration Workbench \[page 386\]](#)
- [Managing Payroll Processes \[page 784\]](#)
- [Managing Payroll Processes \[page 784\]](#)
- [\(For Team Monitoring Processes\) Pausing or Starting Teams for Alert Processing \[page 804\]](#)
- [Monitoring Alerts and KPIs \[page 800\]](#)
- [Event Handler \[page 609\]](#)

- [Monitor Alerts as Team Lead \[page 814\]](#)
- [Picking Up Unassigned Alerts \(from My Alerts\) \[page 829\]](#)
- [Processing Alerts in My Worklists \[page 820\]](#)

In the Monitoring step in a Monitoring process, you as payroll process manager can view the alerts and KPIs of the process, assign alerts to payroll administrators (or view team assignment of alerts if it's a Team Monitoring process). Payroll administrators can pick up unassigned alerts, work on assigned alerts by referring to the proposed solutions, and change employees' master data at any time. The event handler of Payroll Control Center automatically checks changed master data and raises new alerts if they are identified. This Monitoring step can have several reiterations until all payroll data is verified.

Within a monitoring step in monitoring processes, you can see the following **information**:

Information	Where?
Name, period, status, due date, progress, and current active step of the process instance	Top section on the screen
Name of the step	Line below the top section of the screen
Execution status of the step	Information on the right
Total number of alerts found	Big red number on the left
Name of the processors the alerts are assign to and number of alerts per processor or team	<p>Bar on the right of the total number of alerts</p> <p>For Team Monitoring processes, you can do the following:</p> <ol style="list-style-type: none"> 1. Click the alerts to see the Manage Teams page. On this page, you can pause a team. If a team is paused, team leads and team members of the team can only display the alerts assigned to them. 2. Click a team to see the Team Members page. <ul style="list-style-type: none"> • The Overview tab displays alert analytics per team. • The Team tab displays team members of the team and the number of alerts assigned to each member. You can activate or deactivate a team member. Once a team member is deactivated, all alerts that have been assigned to or resolved by the team member will become <i>Not Assigned</i>. • The Team Lead tab displays team lead of the team.
Statistics	<p>Statistics and Key Performance Indicators (KPIs) can be displayed in several sections of the screen depending on the customer's configuration.</p> <p>The statistics and KPIs are assigned to the process when the authorized user creates the process using the process simplified configuration. For more information, see Creating Payroll Processes in Manage Processes [page 767].</p>
Information about this step: what this step does	Bottom section of the screen

i Note

As of release EA-HRRXX 608 SP60, for team monitoring processes, name of the teams the alerts are assigned to and number of alerts per team are displayed. For information, see [Team Collaboration and Team Monitoring \[page 806\]](#).

You can execute the following **actions**:

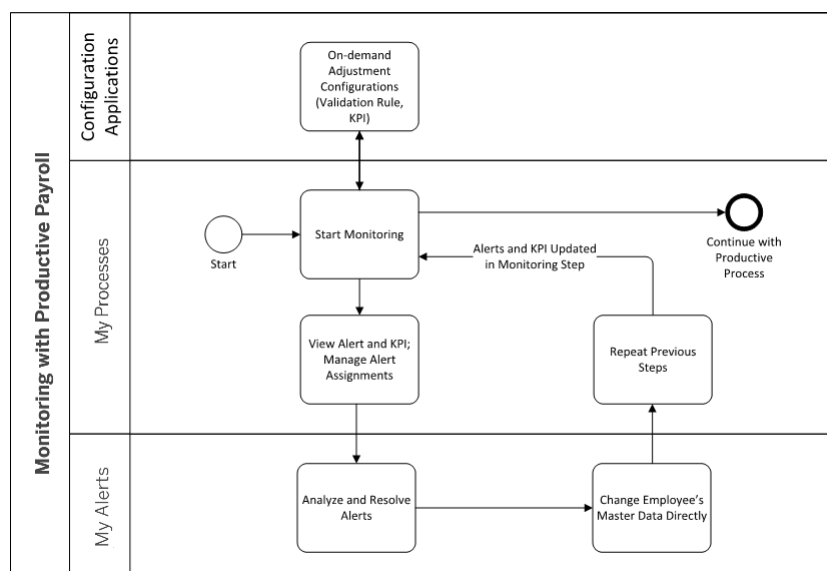
Action	How?
Add notes and upload attachment for the step	Click Notes and then click the Add attachment icon
Assign alerts or change alert assignments to processors	<p>Click the Alert assignments option on the right of the total number of alerts.</p> <p>On the Alert assignments page, you can view alerts by processor or by policy. The navigation path after you click the By Processor tab is alerts grouped by processor, alerts grouped by policy, alerts grouped by validation, and finally each individual alert. When you click each alert, you can see the details of the alert. The information displayed on the alert details page is based on the result detail types assigned to the result parameter. For more information about result detail types, see Result Detail Type in Payroll Control Center in SAP ERP HCM.</p> <p>On the Alert assignments page, the payroll process manager can do the following:</p> <ul style="list-style-type: none">• Manage alerts by processor, policy, or validation rule.• Search for alerts.• Monitor “Resolved” alerts. “Resolved” alerts can be assigned to a new processor, and this will also set the status of the alert to “Unresolved”.• On the alert detail page, you can see detailed information of the alert and the notes entered by the processor. <div><p>i Note</p><ul style="list-style-type: none">• Assigning default processor (on policy or validation rule level) does not assign the included alerts. To make the default assignment take effect, the payroll process manager must either repeat the previous step and start monitoring step again, or go to the By Processor tab and make the assignment on policy or validation rule level.• In a monitoring process, if a member is added to the team after monitoring step has been started, the payroll process manager should repeat the previous step and start monitoring step again to create the worklist for the newly added team member.</div>
Distribute the worklists to the processors	<p>Click Start.</p> <p>As of release EA-HRRXX608 SP41, the monitoring step supports auto start according to the step template configuration. For more information about step template configuration, see Configuring Step Templates [page 599].</p>
Repeat the step	<p>Click Repeat and then click Start.</p> <p>If event handler is activated, master data changes are automatically checked in the Monitoring step. You might want to repeat the Monitoring step in one of the following conditions:</p> <ul style="list-style-type: none">• Event handler is not activated for your process.• There are non-master-data changes, for example, changes to tax reports.• There are massive master data changes, which require a repeated payroll run for all employees and then a repeated Monitoring step.

Action	How?
Confirm the step	Click Confirm . As of release EA-HRRXX608 SP41, the monitoring step supports auto completion according to the step template configuration. For more information about step template configuration, see Configuring Step Templates [page 599] .

16.4.4.1.2.4 Monitoring Step with Productive Payroll Result

Different from the Monitoring step in the Monitoring process, the Monitoring step in a Productive payroll process or a Planned Off-Cycle Productive payroll process requires the payroll process manager to manually assign alerts to individual payroll administrators. Payroll administrators with assigned alerts have the authorization to change the employee's master data directly. Changes to the employee's master data require the repeat of payroll run and the Monitoring step.

Monitoring Step in Productive Payroll and Planned Off-Cycle Productive Payroll Processes



- [\(Recommended\) Configure Payroll Control Center Using Manage Configuration and Configuration Workbench \[page 386\]](#)
- [Managing Payroll Processes \[page 784\]](#)
- [Monitoring Alerts and KPIs \[page 800\]](#)

- [Monitoring Alerts and KPIs \[page 800\]](#)

The Monitoring step in a Productive payroll process allows you as payroll process manager to perform the following actions:

1. Distribute the worklists to the processors (payroll administrators):

i Note

In a productive process, starting monitoring step will not create worklist for all payroll administrators. Worklist is only created for payroll administrators who have alerts assigned. And this is done when you make the assignment.

For Team Monitoring processes, alerts are distributed automatically to teams automatically based on team criteria. You can't change the assignment.

If you execute this action within this kind of step, you not only distribute worklists, but also give the corresponding processors the possibility to maintain employee's master data. In this way, the selected processors are able to solve problems of erroneous employees, although the payroll control record is in status *Released for payroll*. That means, in general, when the payroll control record is in status *Released for payroll*, you can't change employee's master data. But by executing this specific action within this kind of step, you as a payroll process manager are able to allow selected processors to change master data, even if the payroll control record is released for payroll.

i Note

Note that in this case you first need to give the processors the corresponding authorizations to change master data.

2. Repeat: If you click *Repeat* within this kind of step, the processors can no longer change employees' master data as mentioned in 1.
3. Confirm: If you click *Confirm* within this kind of step, the processors can no longer change employees' master data as mentioned in 1.

16.4.4.2 Monitor Alerts and KPIs as Payroll Process Manager

As a payroll process manager, you use the My Processes application to monitor alerts for employees' master data or payroll data in your processes in the Monitoring step.

Monitoring steps can be used in every process that contains a data validation.

❖ Example

Monitoring process, productive payroll run process.

You can use the *My Processes* application to do the following in the Monitoring step:

- Display the number of data validation alerts.
- Distribute data validation alerts to processors.

i Note

For team monitoring processes, alerts are automatically distributed to teams and you cannot change the assignment. You can pause or start teams for alert processing by choosing [Team assignments](#) on the Monitoring step tab.

- Control how data validation alerts are being resolved.
- Maintain the payroll administrator team. (As of release EA-HRRXX608 SP38)
- Monitoring the alerts in “Resolved” status. (As of EA-HRRXX608 SP41)
- Show analytics (KPIs) on the payroll process and, if KPI detail has been assigned to the KPI, click an analytics chart to view KPI details.

❖ Example

Show the number of employees and gross amounts of the current period compared to previous payroll periods, number of retroactive calculations, and so on.

Parent topic: [Process Management \[page 783\]](#)

Related Information

[Managing Payroll Processes \[page 784\]](#)

[Manual Activities for Policy and Process Changes \[page 806\]](#)

[Process Categories \[page 363\]](#)

16.4.4.2.1 Monitoring Alerts and KPIs

For a process that includes the Monitoring step (which validates employees' master data or payroll data), you can assign alerts one by one to payroll administrators so that the payroll administrators can start working on the alerts in their worklists using My Alerts application. You can also monitor KPIs of the organization and check the details of the KPIs by clicking the analytics chart in the Monitoring step.

Prerequisites

- You have the authorization for My Processes in Employee Central Payroll and Employee Central. See [Authorization for Payroll Process Manager \(My Processes\) \[page 677\]](#) and [Setting Up Role-Based Permissions for Business Users \[page 757\]](#).
- You have started the payroll process and there are alerts in this process.

Context

i Note

This procedure does not apply to team monitoring processes. For team monitoring processes, alerts are automatically assigned to teams based on team criteria, and you cannot change the assignment. See [Alert Assignment and Alert Processing in Different Process Categories \[page 364\]](#).

In the productive payroll process, by assigning alerts to payroll administrators, you enable the payroll administrators to change the master data for the assigned alerts regardless of the status of the payroll control record.

Procedure

1. In Payroll Control Center, choose the [My Processes](#) tab.

The home screen shows all the payroll processes that you are responsible for. The processes are classified according to their progress:

Process tab	Information
Active Processes	All processes that have been started
Upcoming Processes	All processes that have not been started yet, excluding upcoming off-cycle processes.
Upcoming Off-Cycle Processes	Available as of release EA-HRRXX608 SP47, this tab lists all the upcoming off-cycle processes, including the following: <ul style="list-style-type: none">• Planned off-cycle productive payroll (PO)• Subsequent activities (OO) for PO processes• Subsequent activities of ad hoc off-cycle payroll (AO)
Completed Processes	All completed processes

i Note

The productive payroll for ad hoc off-cycle is managed in the [My Off-Cycles](#) application.

2. On the [Active Processes](#) tab, find the process that has alerts.
3. Click the payroll process and, on the [Monitoring](#) step tab, choose [Alert Assignments](#).

The Alert assignments page is displayed with the alerts grouped by processors or by policies.

4. Click the [By Processor](#) tab.

The first row displays the alerts that have not been assigned to any payroll administrator. Under the [Not Assigned](#) row are all the payroll administrators that have been assigned to the payroll process.

5. Click the row for Not Assigned alerts.

Action	How?
Assign all alerts of a policy to a payroll administrator	Alerts are now grouped by policies. Click Not assigned in the Processor column and then select a payroll administrator in the Assign Processor dialog box.
Assign all alerts of a validation rule in a policy to a payroll administrator	<ol style="list-style-type: none"> 1. On the Not assigned page, click a policy. Alerts are now grouped by validation rules in a policy. 2. Click Not assigned in the Processor column and then select a payroll administrator in the Assign Processor dialog box.
Assign individual alerts to a payroll administrator	<ol style="list-style-type: none"> 1. On the Not assigned page, click a policy. Alerts are now grouped by validation rules in a policy. 2. On the policy page, click a validation rule. Alerts are now displayed one by one. 3. Click Not assigned in the Processor column and then select a payroll administrator in the Assign Processor dialog box.

The list of payroll administrators are defined in process configuration.

6. Go back to the Monitoring step of the process, check the analytic charts under the Alerts section.

Each analytic chart is a KPI or an analytics chart assigned to the process. If KPI details are assigned to a KPI or analytics chart, clicking the analytic chart displays detailed information about the chart.

Results

The payroll administrator processes the assigned alerts in My Alerts.

16.4.4.2.1.1 Assigning Payroll Administrators as Default Processors

For a monitoring process, which includes the Monitoring step (which validates employees' master data or payroll data), you can assign payroll administrators as default processors to a policy in the process. As a result, in subsequent payroll periods, all the alerts from that policy are automatically assigned to the default processor. You can change the default processor for the policy or reassign individual alerts.

Prerequisites

- You have been granted role-based permissions for My Processes. For more information, see [Setting Up Role-Based Permissions for Business Users \[page 757\]](#).
- You've started the payroll process and there are alerts in this process.

Context

You can only assign default processors for monitoring processes.

i Note

This procedure doesn't apply to team monitoring processes or productive payroll processes.

- For team monitoring processes, alerts are automatically assigned to teams based on team criteria, and you can't change the assignment.
- For productive payroll processes, you have to assign alerts one by one to payroll administrators.

Procedure

1. In Payroll Control Center, choose the [My Processes](#) tab page.

The home screen shows all the payroll processes that you're responsible for. The processes are classified according to their progress:

Process Tab Page	Information
Active Processes	All processes that have been started
Upcoming Processes	All processes that haven't been started yet, excluding upcoming off-cycle processes.
Upcoming Off-Cycle Processes	Available as of release EA-HRRXX608 SP47, this tab page lists all the upcoming off-cycle processes, including the following: <ul style="list-style-type: none">• Planned off-cycle productive payroll (PO)• Subsequent activities (OO) for PO processes• Subsequent activities of ad hoc off-cycle payroll (AO)
Completed Processes	All completed processes

i Note

The productive payroll for ad hoc off-cycle is managed in the [Payroll Control Center - Manage Off-Cycle Payrolls](#) application.

2. In the [Active Processes](#) tab page, find the process that has alerts.
3. Click the payroll process and, on the [Monitoring](#) step tab page, choose [Alert Assignments](#).

The Alert assignments page is displayed with the alerts grouped by processors or by policies.
4. Click the [By Policy](#) tab page.

All the policies that have been assigned to the process are listed with the corresponding information:

 - Number of alerts reported by the policy
 - Number of unassigned alerts for the policy
 - Default processor assigned to the alerts for the policy
5. Click the name in the [Default Processor](#) column and select a name from the [Assign default processor](#) dialog box.

The list of payroll administrators is defined in process configuration.

Results

In the subsequent payroll periods for the payroll process, all the alerts from that policy are automatically assigned to the default processor. You can change the default processor for the policy or reassign individual alerts.

i Note

Assigning default processor doesn't assign the included alerts immediately to the default processor. To make the default assignment take effect, you must repeat the previous step and start the Monitoring step again.

16.4.4.2.2 (For Team Monitoring Processes) Pausing or Starting Teams for Alert Processing

For Team Monitoring processes, alerts are automatically assigned to teams based on team criteria, and you can't change the assignment. However, you as payroll process manager can pause or start teams for a payroll process instance so that the alerts and teams related to that payroll process are frozen.

Prerequisites

- You have the authorization for My Processes in Employee Central Payroll and Employee Central. See [Authorization for Payroll Process Manager \(My Processes\) \[page 677\]](#) and [Setting Up Role-Based Permissions for Business Users \[page 757\]](#).
- The process is a team monitoring process and you have started the process. See [Configure Payroll Control Center in Configuration Workbench \[page 522\]](#).

Context

When a team for a payroll process instance is paused, the team lead can't make any changes to the team and the assigned alerts, and payroll administrators can't process the assigned alerts.

Procedure

1. In Payroll Control Center, choose the [My Processes](#) tab.

The home screen shows all the payroll processes that you are responsible for. The processes are classified according to their progress:

Process tab	Information
Active Processes	All processes that have been started
Upcoming Processes	All processes that have not been started yet, excluding upcoming off-cycle processes.
Upcoming Off-Cycle Processes	<p>Available as of release EA-HRRXX608 SP47, this tab lists all the upcoming off-cycle processes, including the following:</p> <ul style="list-style-type: none"> Planned off-cycle productive payroll (PO) Subsequent activities (OO) for PO processes Subsequent activities of ad hoc off-cycle payroll (AO) <div> <p>Note</p> <p>The productive payroll for ad hoc off-cycle is managed in the My Off-Cycles application.</p> </div>
Completed Processes	All completed processes

- In the [Active Processes](#) tab, find the team monitoring process that has alerts.
- Click the payroll process recurrence and, on the [Monitoring](#) step tab, choose [Team Assignments](#).

The Manage Teams page is displayed with the alerts grouped by teams. You can click a team to see the alerts assigned to the team, the team members, and the team leads.

The alerts that don't match the team criteria of any teams are automatically assigned to the SAP-delivered Default Team.

- By default, the default team is not switched on in Team Configuration. In this case, it is the same as the Unassigned Alerts.
- If the default team is switched on and activated in Team Configuration, it works like a normal team. Team leads and team members need to be defined to process alerts assigned to the default team. The default name of the team is "Default Team". The team name can be changed by the Team Configuration user. You as payroll process manager can pause the processing by the default team. See [Default Team \[page 811\]](#).

- Use the toggle in the Processing column to pause or restart a team.

Results

If a team is paused, the team lead and the payroll administrators of the team can't work on the alerts assigned to the team and to individual payroll administrators.

Related Information

[Team Monitoring Processes \[page 369\]](#)

[Team Collaboration and Team Monitoring \[page 806\]](#)

16.4.4.3 Manual Activities for Policy and Process Changes

If changes are required **after** a policy or a process has been created in simplified configuration and is already in use, you as payroll process manager need to take some manual activities before these changes can take effect.

The following changes on an existing policy require manual activities before the changes take effect:

Changes	Manual Activities Required
Add a new check	If the policy is used in started process instances, you need to repeat the steps prior to the monitoring step (for example, Run Payroll and Initiate Policies) before the new alerts can be viewed and assigned.

The following changes on an existing process require manual activities before the changes to take effect:

Changes	Manual Activities Required
Add or delete a selection in process configuration	In order to include or exclude the changed selection, you need to repeat the steps in the started process.
Add a new policy	For the started processes, you need to repeat the steps preceding the monitoring step (for example, Run Payroll and Initiate Policies) before you can view and assign the alerts from the new policy.
Add or delete team members	In order to load the updated team information, you need to refresh the My Processes application. This is because a cache is used for the administrator list.
<ul style="list-style-type: none">Add or delete a recurrence of a payroll processChange the start and due date of a recurrence of a payroll process	In order to see the updated result, you need to refresh the My Processes application.

Parent topic: [Process Management \[page 783\]](#)

Related Information

[Managing Payroll Processes \[page 784\]](#)

[Monitor Alerts and KPIs as Payroll Process Manager \[page 799\]](#)

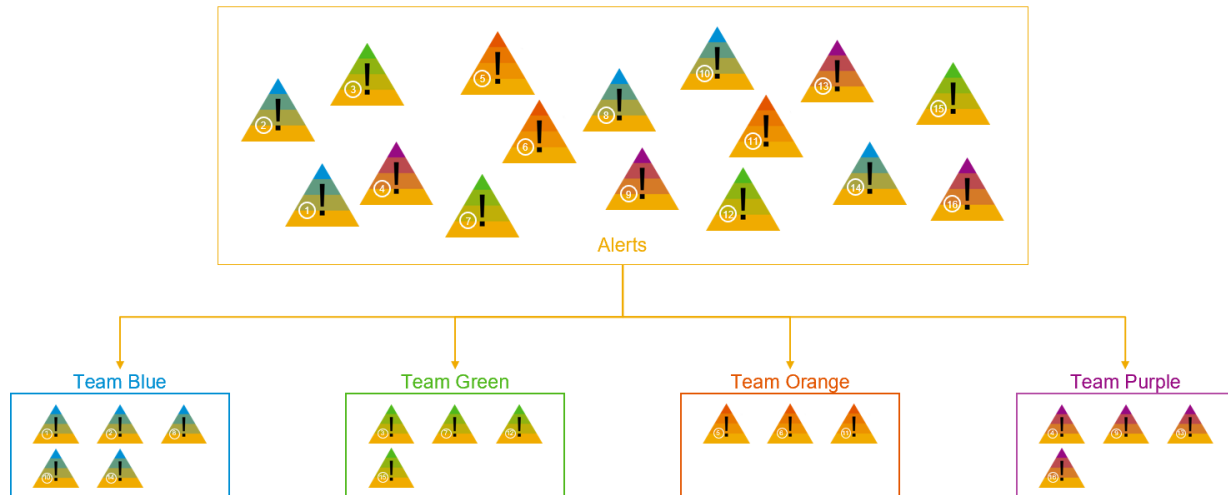
16.4.5 Team Collaboration and Team Monitoring

As of release EA-HRRXX 608 SP60, two new applications are introduced in Payroll Control Center: Manage Teams and My Teams. These two applications enable the automatic distribution of alerts among teams

based on predefined criteria and team collaboration between payroll process manager, team lead, and payroll administrators. These two apps are relevant for Team Monitoring processes only.

Note

Synchronization Support Package EA-HR SPB2 must be installed in your Employee Central Payroll system.



Alerts are automatically assigned to teams according to criteria. Criteria can be chosen from policy information and organizational properties. Teams are independent units and can only see their assigned alerts.

Prerequisites

In order to use the team management capability, the following prerequisites must be met:

- Business functions Payroll Control Center: Team Configuration and Team Management (HCM_LOC_CI_101) and Payroll Control Center: Integration of Team Alerts into My Alerts (HCM_LOC_CI_103) are activated.
- Team monitoring process has been created.

Team Monitoring

The team functionality of Payroll Control Center is only supported by the team monitoring process. The team monitoring process is a process of the category Team Monitoring. It's a monitoring process with team management capabilities.



Team dimensions are used to describe teams. A team is a set of values for each team dimension. Organizational criteria from infotype 0001 and policy can be used as team dimension for automatically distributing alerts to teams.

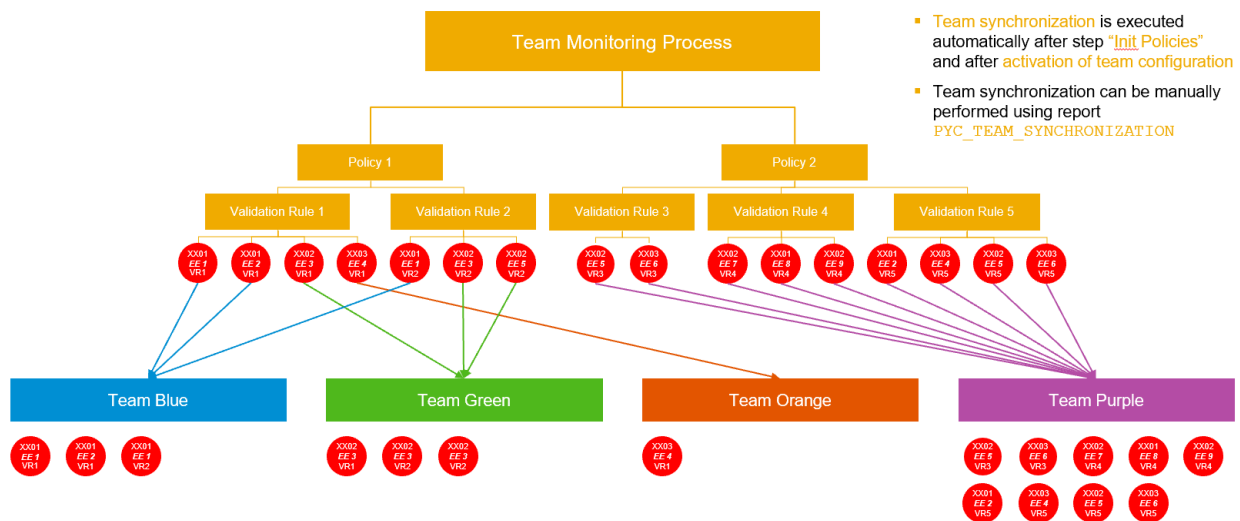
Manage Teams

The *Manage Teams* application enables an authorized user to set up teams for handling alerts for the **team monitoring** processes. The authorized user defines the organizational criteria for the system to assign alerts to the team, team lead, and members of the team. Based on the criteria (called team criteria or team dimension), alerts are automatically assigned to the team of payroll administrators.

Team Synchronization

Team synchronization is the distribution of alerts to teams of payroll administrators. Alerts are distributed to teams in the following ways:

- Alerts are **automatically** distributed after the step *Initiate Policies* is started or after team configuration is activated in Manage Teams application.
- You can also **manually** start team synchronization to assign alerts to teams by executing the *Team Synchronization* (PYC_TEAM_SYNCHRONIZATION) report in the backend.



In the example, with team synchronization, alerts are automatically distributed to teams based on the team dimensions:

- Team Blue**
Alerts raised by policy 1 for personnel area XX01 are automatically assigned to Team Blue.
- Team Green**
Alerts raised by policy 1 for personnel area XX02 are automatically assigned to Team Green.
- Team Orange**
Alerts raised by policy 1 for personnel area XX03 are automatically assigned to Team Orange.
- Team Purple**
Alerts raised by policy 2 for all personnel areas are automatically assigned to Team Purple.

i Note

If synchronization support package EA-HR SPB2 is installed, a default team is introduced to handle alerts which don't match the criteria of any other team. For information, see [Default Team \[page 811\]](#).

My Teams

The team lead uses the [My Teams](#) application to do the following:

- Assign alerts of the team to individual team members
- Activate or deactivate members
- Monitor the status of alerts per team and per team member

The team members manage their assigned alerts in the [My Alerts](#) application.

[Types of Business Users and Their Tasks \[page 809\]](#)

The team function of Payroll Control Center enhances team collaboration. Different types of business users, such as payroll process manager, team lead, and team members, can work together to process the alerts and complete the payroll process. This feature is helpful especially for companies with a big or complex organizational structure.

[Default Team \[page 811\]](#)

With the synchronization support package EA-HR SPB2, a Default Team is delivered for Team Monitoring processes in Payroll Control Center to handle unassigned alerts.

[Setting Up Teams \[page 812\]](#)

Manage Teams application enables you to set up teams of payroll administrators so that Payroll Control Center can automatically distribute alerts to teams based on predefined organizational criteria.

[Monitor Alerts as Team Lead \[page 814\]](#)

As a team lead, you use the My Teams application to manage teams and monitor the progress of alert processing:

Related Information

[Team Monitoring Processes \[page 369\]](#)

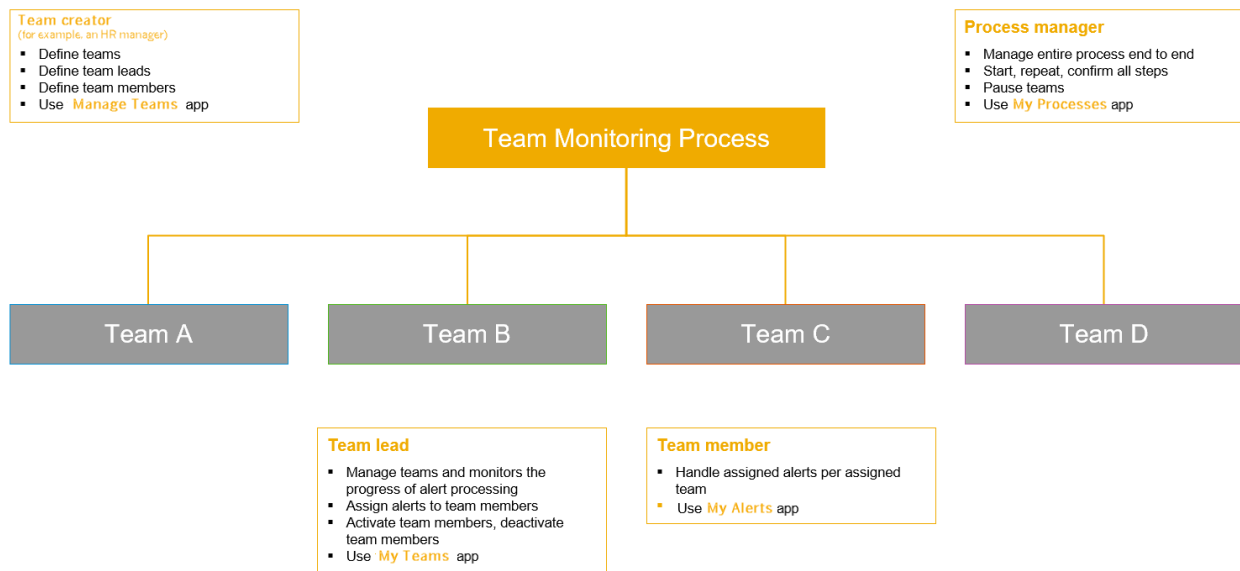
[\(For Team Monitoring Processes\) Pausing or Starting Teams for Alert Processing \[page 804\]](#)

[Team Monitoring Processes \[page 369\]](#)

16.4.5.1 Types of Business Users and Their Tasks

The team function of Payroll Control Center enhances team collaboration. Different types of business users, such as payroll process manager, team lead, and team members, can work together to process the alerts and complete the payroll process. This feature is helpful especially for companies with a big or complex organizational structure.

Note that the team function only supports team monitoring processes.



Roles	Tasks	Application
Team creator	Create teams by defining the following: <ul style="list-style-type: none"> • Team criteria Alerts for employees that meet the specified team criteria will be assigned to the team. • Team leads • Team members 	Manage Teams
Payroll process manager	<ul style="list-style-type: none"> • Manage the entire process from end to end • Start, repeat, or confirm all steps • For team monitoring processes, assigns alerts to teams instead of to individual payroll administrators. • For team monitoring processes, pause or restart teams and the processing of an alert. 	My Processes
Team lead	<ul style="list-style-type: none"> • Manage teams and monitors the progress of alert processing • Assign alerts to team members • Activate and deactivate team members • Forward an alert to another team 	My Teams

i Note

By default, alerts are automatically distributed to teams based on team criteria (for example, Payroll Area) and employees' master data on the last day of the current payroll period. If there are organizational changes for an employee during the payroll period, the system allows you to forward the alert to another team based on the organizational assignment during the payroll period.

Roles	Tasks	Application
Payroll administrator	<ul style="list-style-type: none"> Process assigned alerts Forward an alert to another team 	My Alerts

i Note

By default, alerts are automatically distributed to teams based on team criteria (for example, Payroll Area) and employees' master data on the last day of the current payroll period. If there are organizational changes for an employee during the payroll period, the system allows you to forward the alert to another team based on the organizational assignment during the payroll period.

Parent topic: [Team Collaboration and Team Monitoring \[page 806\]](#)

Related Information

[Default Team \[page 811\]](#)

[Setting Up Teams \[page 812\]](#)

[Monitor Alerts as Team Lead \[page 814\]](#)

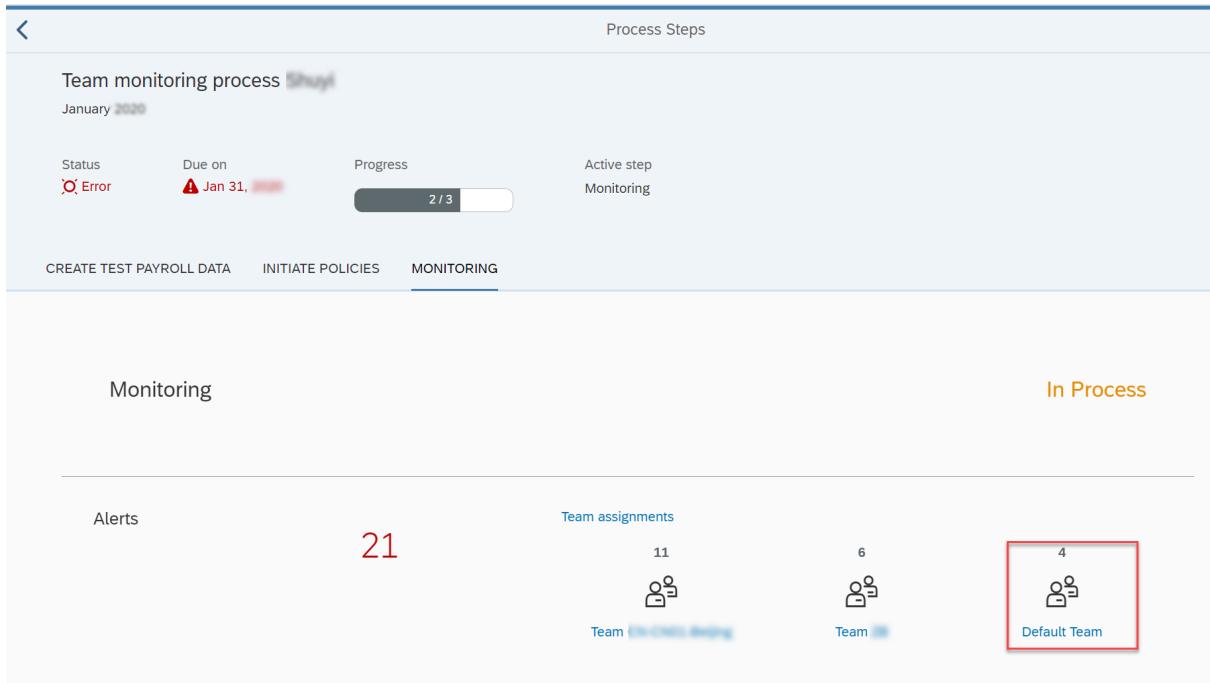
16.4.5.2 Default Team

With the synchronization support package EA-HR SPB2, a Default Team is delivered for Team Monitoring processes in Payroll Control Center to handle unassigned alerts.

In the previous version, alerts that don't match the criteria of any teams were included in Unassigned Alerts in the Monitoring step of the My Processes application. The unassigned alerts cannot be picked up or processed by team leads or team members.

Now the alerts that don't match the team criteria of any teams are automatically assigned to the SAP-delivered Default Team.

- By default, the default team is not switched on in Manage Teams. In this case, it is the same as the Unassigned Alerts.
- If the default team is switched on and activated in Manage Teams, it works like a normal team and is displayed in team assignments of alerts at the Monitoring step of a team monitoring process in My Processes.



The default name of the team is “Default Team”. You can change the name of the team.
Team leads and team members need to be defined to process alerts assigned to the default team.

Parent topic: [Team Collaboration and Team Monitoring \[page 806\]](#)

Related Information

[Types of Business Users and Their Tasks \[page 809\]](#)

[Setting Up Teams \[page 812\]](#)

[Monitor Alerts as Team Lead \[page 814\]](#)

16.4.5.3 Setting Up Teams

Manage Teams application enables you to set up teams of payroll administrators so that Payroll Control Center can automatically distribute alerts to teams based on predefined organizational criteria.

Prerequisites

You have been granted the authorization for the Manage Teams application in both Employee Central Payroll and Employee Central. See [Authorization for Team Creator \(Manage Teams\) \[page 682\]](#) and [Setting Up Role-Based Permissions for Business Users \[page 757\]](#).

Procedure

1. In Payroll Control Center, choose the Manage Teams tab.

The home screen shows the following information:

Column Heading	Information
Process	Name of the Team Monitoring process
Status	Status of team setup for the process. <ul style="list-style-type: none">• Active: Teams have been set up and activated.• No Teams: Teams haven't been set up for the process
In Process By	Team setup is being edited by the person

2. Click a process.
3. On the [Team Setup](#) page, choose [Edit](#) at the bottom right corner.
 - If you see a dialog box prompting that a draft version of the team setup already exists, you can choose whether to edit the draft version or the currently active version of team setup.
 - To add a new team for the payroll process instance, click [Add New Team](#) at the bottom of the page.
4. Enter the following information:
 - Attributes
Enter the team name.
 - Team Criteria
A team criterion is the value of a team dimension. As of Synchronization Support Package EA-HR SPB2, when you define team criteria of a team, a team dimension can have no value. This means all possible values of the team dimension.
Teams can have overlapping team criteria. As a result, it's possible that an alert meets the criteria of multiple teams. In this case, the alert is automatically assigned to the team that's positioned higher in the Manage Teams application. The team lead of that team can choose to forward the alert to another team based on the business needs in the My Teams application.
 - Team Leads
Define team leads for the team. Team leads can manage alerts for this team.
 - Team members
Define team members for the team. These team members can work on alerts that are assigned to this team.
5. Correct any errors prompted by the system.
A check for correctness of team setup is performed while team setup is being edited. You can also check the team setup by choosing [Check Team Setup](#) on the [Edit Team Setup](#) page.
6. On the [Edit Team Setup](#) page, decide whether you want to switch on the Default Team.

To use the default team, take the following steps:

1. Switch on the default team.
Note that you see the switch only in the Edit mode.
2. Configure the default team following the instructions in Step 4.
Note that you cannot define team criteria for the Default Team. You can change its name and you need to define team leads and team members for the team.

See [Default Team \[page 811\]](#).

7. If needed, adjust the position of teams by dragging and dropping the teams.

If an alert meets the criteria of more than two teams, the system assigns it to the team that's positioned higher in the list.

Note that the default team is always positioned at the bottom of the team list in Manage Teams. This also ensures that only the alerts that don't meet the criteria of any other team are assigned automatically to the default team.

8. Go back to the [Edit Team Setup](#) page and choose [Activate](#) to activate the teams for the payroll process recurrence.

Results

Alerts are distributed to teams in the following ways:

- Alerts are **automatically** distributed after the step [Initiate Policies](#) is started or after Manage Teams is activated in Manage Teams application.
- You can also **manually** start team synchronization to assign alerts to teams by executing the [Team Synchronization](#) (PYC_TEAM_SYNCHRONIZATION) report in the backend.

Next Steps

Team lead uses the My Teams application to assign alerts to team members.

Task overview: [Team Collaboration and Team Monitoring \[page 806\]](#)

Related Information

[Types of Business Users and Their Tasks \[page 809\]](#)

[Default Team \[page 811\]](#)

[Monitor Alerts as Team Lead \[page 814\]](#)

16.4.5.4 Monitor Alerts as Team Lead

As a team lead, you use the My Teams application to manage teams and monitor the progress of alert processing:

- From the home page, have a quick overview of all the open alerts assigned to your teams
- For each team that you are leading, have a colored, bar-chart overview of all the open and resolved alerts reported by each validation rule
- Assign alerts to team members

- Activate and deactivate team members
- Forward an alert to another team

Parent topic: [Team Collaboration and Team Monitoring \[page 806\]](#)

Related Information

[Types of Business Users and Their Tasks \[page 809\]](#)

[Default Team \[page 811\]](#)

[Setting Up Teams \[page 812\]](#)

16.4.5.4.1 Assigning Alerts to Team Members

After alerts are automatically distributed to your team based on predefined team criteria, as a team lead, you assign the alerts to your team members.

Prerequisites

You have been granted authorization for My Teams in both Employee Central Payroll and Employee Central. See [Authorization for Team Lead \(My Processes and My Teams\) \[page 682\]](#) and [Setting Up Role-Based Permissions for Business Users \[page 757\]](#).

Procedure

1. In Payroll Control Center, choose the My Teams tab.

Each tile represents a team for one recurrence of a payroll process. The figure on the tile is the number of open alerts in your team.

2. Click a tile.

The My Teams page includes the following tabs:

Screen	Information
Overview tab	<p>Displays a list of validation rules with the corresponding alerts. The alerts of each validation rule are further grouped by statuses:</p> <ul style="list-style-type: none"> • Open Alerts that haven't been resolved or completed yet. Open alerts are indicated by the red bar. • Resolved Alerts that have been manually set to resolved by a payroll administrator without making corrections and with a specified reason. Resolved alerts are represented by the orange bar. • Completed Alerts that have been corrected by a payroll administrator and the correction has been validated. Completed alerts are presented by the green bar.
Not Assigned tab	Displays all unassigned alerts in your team
Processor tab	<p>Displays the team members and their assigned alerts.</p> <p>The total number of open alerts on the Processor tab plus the total number of unassigned open alerts equals the total number of open alerts on the Overview tab.</p>

3. On the [Not Assigned](#) tab, select the bar of alerts for a validation rule.

A list of employees that have issues in their data are displayed.

4. You can assign the alerts one by one or in batch.
 - To assign the alerts one by one to team members, in the Processor column, click [Not Assigned](#) and select a team member in the [Assign Processor](#) dialog box.
 - To assign the alerts in batch to a team member, select the alerts, click the Assign processor icon at the bottom right corner, and select a team member in the [Assign Processor](#) dialog box.

→ Tip

A team member that's deactivated isn't displayed in the [Assign Processor](#) dialog box.

Results

The selected alerts are now assigned to the payroll administrator.

Next Steps

The payroll administrator needs to process the assigned alerts in [My Alerts](#) application.

16.4.5.4.2 Activating or Deactivating Team Members

As a team lead, you can manage your team members by activating or deactivating them. If you deactivate a team member, the alerts that have been assigned to this member become unassigned in the team.

Prerequisites

You have been granted authorization for My Teams in both Employee Central Payroll and Employee Central. See [Authorization for Team Lead \(My Processes and My Teams\) \[page 682\]](#) and [Setting Up Role-Based Permissions for Business Users \[page 757\]](#).

Procedure

1. In Payroll Control Center, choose the My Teams tab.

Each tile represents a team for a process. The figure on the tile is the number of open alerts in your team.

2. Click a tile.

The My Teams page includes the following tabs:

Screen	Information
Overview tab	Displays a list of validation rules with the corresponding alerts. The alerts of each validation rule are further grouped by statuses: <ul style="list-style-type: none">• Open Alerts that haven't been resolved or completed yet. Open alerts are represented by the red bar.• Resolved Alerts that have been manually set to resolved by a payroll administrator without making corrections and with a specified reason. Resolved alerts are represented by the orange bar.• Completed Alerts that have been corrected by a payroll administrator and the correction has been validated. Completed alerts are presented by the green bar.
Not Assigned tab	Displays all unassigned alerts in your team
Processor tab	Displays the team members and their assigned alerts. The total number of open alerts on the Processor tab plus the total number of unassigned open alerts equals the total number of open alerts on the Overview tab.

3. Choose [Team Assignment](#) at the bottom right corner of the page.

The team page is displayed with a list of its members, their active or inactive status, and the number of open alerts that have been assigned to each team member.

4. Toggle the switch in the [Active](#) column to activate or deactivate a team member.

Results

You can't assign an alert to a member that is deactivated.

16.4.5.4.3 Forwarding an Alert to Another Team

By default, alerts are automatically distributed to teams based on team criteria (for example, Payroll Area) and employees' master data on the last day of the current payroll period. If there are organizational changes for an employee during the payroll period, you can forward the alert to another team based on the organizational assignment during the payroll period.

Prerequisites

You have been granted authorization for My Teams in both Employee Central Payroll and Employee Central. See [Authorization for Team Lead \(My Processes and My Teams\) \[page 682\]](#) and [Setting Up Role-Based Permissions for Business Users \[page 757\]](#).

Procedure

1. In Payroll Control Center, choose the My Teams tab.

Each tile represents a team for one process instance. The figure on the tile is the number of open alerts in your team.

2. Click a tile.

The My Teams page includes the following tabs:

Screen	Information
Overview tab	<p>Displays a list of validation rules with the corresponding alerts. The alerts of each validation rule are further grouped by statuses:</p> <ul style="list-style-type: none">• Open Alerts that haven't been resolved or completed yet. Open alerts are indicated by the red bar.• Resolved Alerts that have been manually set to resolved by a payroll administrator without making corrections and with a specified reason. Resolved alerts are represented by the orange bar.• Completed Alerts that have been corrected by a payroll administrator and the correction has been validated. Completed alerts are presented by the green bar.

Screen	Information
Not Assigned tab	Displays all unassigned alerts in your team
Processor tab	Displays the team members and their assigned alerts. The total number of open alerts on the Processor tab plus the total number of unassigned open alerts equals the total number of open alerts on the Overview tab.

- Click a tab and select a validation rule.
A list of employees that have alerts in their data are displayed.
- Click an alert.
- On the Alert Details page, choose the Forward to Team icon on the bottom right corner and then select a team in the dialog box.

Results

The alert is moved from your team to another team. The team lead of that team can assign the alert to his or her team members in My Teams application.

16.4.6 Monitor Alerts as Payroll Administrator

As a payroll administrator, you need to manage alerts that are assigned to you and, when needed, pick up unassigned alerts. You process the alerts in your worklist by using the [My Alerts](#) application. You can also pick up unassigned alerts in [My Alerts](#) (for all types of processes) or the [Unassigned Alerts](#) application (for all types of processes except team monitoring processes).

In addition, in My Alerts, you can view the following information:

Web Page	Information	
Home page consists of two tabs	Worklists with Alerts	This tab lists processes in which you have alerts assigned to you. This tab is displayed by default. The rightmost column displays the top three validation rules of each payroll process.
	Worklists without Alerts	This tab lists processes in which you're a member but no alerts are assigned to you yet.

Web Page		Information
After you click a process, the web page displays the validation rule with the biggest number of open alerts in the process.	List of alerts in the validation rule	<p>The validation rule page consists of tabs for alerts in different statuses:</p> <ul style="list-style-type: none"> • Unresolved • Solution Applied • Resolved • Completed • Not Assigned <p>On each tag page, you see individual alerts, key indicators, summary of the alert, and the proposed solution that links to the relevant UI for making corrections.</p>
After you click an individual alert, the web page displays the details of the alert	Details of an alert	You can view the details of the alert, such as overview, wage type difference between the current and the last payroll period, and spool data. The information on this tab depends on the result detail types assigned to the validation rule.

[Processing Alerts in My Worklists \[page 820\]](#)

As payroll administrator, you use [My Alerts](#) to process the alerts assigned to you. For example, the system detected that some salaried employees in the current period have a gross salary of more than 10% above the gross salary of the previous period. you need to verify if this is right and eventually correct this.

[Picking Up Unassigned Alerts \(from My Alerts\) \[page 829\]](#)

As a payroll administrator, for processes other than the productive payroll processes, you can pick up unassigned payroll alerts of all the payroll processes that you have been assigned to by using the [My Alerts](#) application.

16.4.6.1 Processing Alerts in My Worklists

As payroll administrator, you use [My Alerts](#) to process the alerts assigned to you. For example, the system detected that some salaried employees in the current period have a gross salary of more than 10% above the gross salary of the previous period. you need to verify if this is right and eventually correct this.

Prerequisites

You have been granted authorization for My Alerts in both Employee Central Payroll and Employee Central. See [Authorization for Payroll Administrator for My Alerts and Unassigned Alerts \[page 679\]](#) and [Setting Up Role-Based Permissions for Business Users \[page 757\]](#).

Context

You can do the following to process an alert:

- Close an alert after making corrections
- Mark an alert as a false alarm and give a reason
- Mark an alert for recheck after making corrections
- Forward an alert to a colleague or another team (Not relevant for Productive Payroll processes. See product category in [Configuring Process Types \[page 616\].](#))
- Forward an alert to the unassigned alerts queue

Procedure

1. In Payroll Control Center, choose the [My Alerts](#) tab.
2. On the [My Worklists with Alerts](#) tab, click a payroll process for which you want to solve the alerts.

The system displays the [Alerts](#) page. On the top is the process name, with the selected **validation rule name** under it. This page contains all the alerts for this validation rule that are assigned to you. These alerts are divided in different statuses.

Status of Alert	Description
Unresolved	Alerts in your worklist that require your action.
Solution applied	Once you update the master data, you can mark the alert as Solution Applied. Alerts marked as Solution Applied will be revalidated when the Initial Policies or Run Payroll step is started.

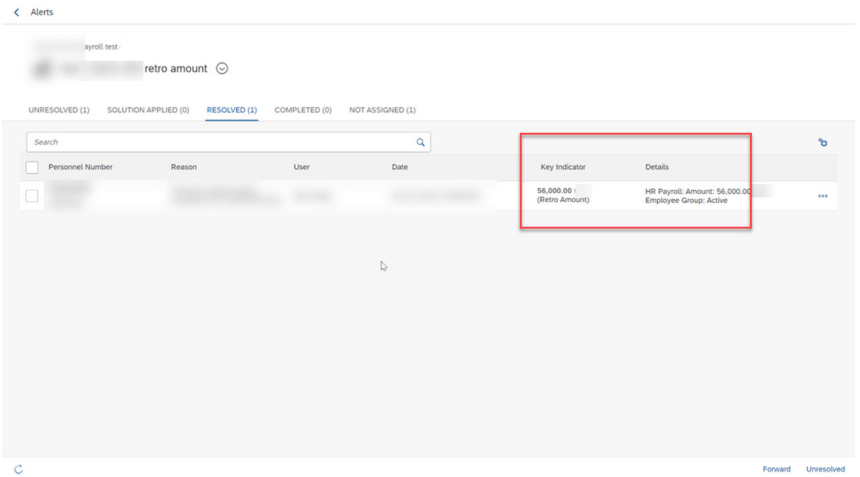
Status of Alert

Description

Resolved

If you consider an alert to be a false alarm, you can set it to resolved and then specify a reason. The alerts that are set to resolved, as well as the specified reason, in the monitoring process are passed on to the productive process.

You can change an alert from Resolved to Unresolved or forward a Resolved alert to another processor.



Completed

Alerts that have been solved and passed recheck are set to completed.

Not Assigned

You can pick up unassigned alerts and add them to your own worklist. See [Picking Up Unassigned Alerts \(from My Alerts\) \[page 829\]](#).

- If you want to check the alerts of a different validation rule in the process, on the [Alerts](#) page, choose the downward arrow (Select Alert) icon on the right of the validation rule name.
- The [Validation Rules](#) dialog box is displayed, which shows all the validation rules assigned to the current process. Choose a validation rule to navigate to the [Alerts](#) page. You can also see this dialog box by choosing the three-dot (All Validation Rules) icon on the home page of Alert Management.

The screenshot shows the 'Validation Rules' modal in the Payroll Control Center. The modal is titled 'Validation Rules' and has a search bar and a dropdown menu set to 'All Alerts'. Below this is a table with the following columns: 'Validation Rule', 'Alerts', 'Not Assigned Alerts', and 'Resolved Alerts'. The table contains several rows of data, with the first row having 2 Alerts, 3 Not Assigned Alerts, and 0 Resolved Alerts. The modal is overlaid on the main interface, which shows a sidebar with 'MY WORKLISTS WITH ALERTS' and 'MY WORKLISTS WITHOUT ALERTS' tabs, and a main area with a search bar and a list of processes.

Validation rules are sorted by the number of assigned alerts, unassigned alerts, and resolved alerts in descending order. Payroll administrators can also filter validation rules based on alert status and search terms.

4. For [Unresolved](#) alerts, double-click a line to view the details of the alert for the employee.

The system displays the [Alert Details](#) page, with the following tabs.

Tab	Comments
Details	You can view the details of the alert. The information on this tab depends on the result detail types assigned to the validation rule.
Solutions	You can view a list of proposed solutions for the alert.
Notes	You can enter a note for the alert.

After you check the details, you can do one of the following to process the alert:

i Note

Depending on the process categories of a payroll process, the possible actions for alerts are different. For example, you cannot recheck an alert, pick up unassigned alerts, or forward an alert in a productive payroll process. For information about what you can or cannot do with an alert, see [Alert Assignment and Alert Processing in Different Process Categories](#) [page 364].

Processing Type	Steps
To validate and close an alert	<ol style="list-style-type: none"> 1. If the employee's data contains errors, on the Solutions tab, click each proposed solution, if applicable, and make corrections. 2. After you make corrections, choose Validate to rerun the check and validate your corrections. <div> <p>i Note</p> <p>When the payroll administrator chooses Validate on the alert page in My Alerts, a background job, name starting with DAE_SHI, is submitted to trigger the batch job PYD_DAE_PROCESS of Payroll Control Center. This payroll administrator must have the authorization to submit this background job DAE_SHI. For more information, see Authorization for Payroll Administrator for My Alerts and Unassigned Alerts [page 679].</p> </div> <p>Result</p> <p>If the data is correct now, the alert is moved from the Unresolved tab to the Completed tab.</p>
To mark an alert for recheck after making corrections	<ol style="list-style-type: none"> 1. If the employee's data contains errors, on the Solutions tab, click each proposed solution, if applicable, and make corrections. 2. After making corrections, if you don't want to manually validate the alerts one by one, you can choose Solution Applied to mark that you have made corrections to this alert. <p>Result</p> <p>This alert is moved from the Unresolved tab to the Solution Applied tab. Alerts marked as Solution Applied are validated again when the Initiate Policies or Pun Payroll step of the same payroll process is started. If the data is correct, the alert is moved from Solution Applied to the Completed tab.</p>
To mark an alert as a false alarm and give a reason	<p>After you check the details, if you confirm the employee's data is correct (meaning the alert is a false alarm), choose Resolved to set the alert status manually to OK and then enter a reason to justify why it's a false alarm.</p> <p>Result</p> <p>This alert is moved from Unresolved to the Resolved tab. Alerts with the status Resolved and the justified reason are automatically copied from the monitoring process to the productive process.</p>

Processing Type

Steps

To forward an alert to a colleague or the unassigned alerts queue

Choose [Forward](#) and then select a member or Not Assigned in the [Forward](#) dialog box.

Result

- If you choose a member, the alert is moved from your worklist to another member's worklist.
- If you choose Not Assigned, the alert is moved from your worklist to Not Assigned.

i Note

For productive payroll processes, you can only forward an alert to the unassigned alerts queue. For productive payroll processes, only the payroll process manager can assign the alerts to payroll administrators. For information about process category, see [Productive Payroll Processes \[page 374\]](#) and [Configuring Process Types \[page 616\]](#).

To forward an alert to another team

Choose [Forward to Team](#) and then select a team.

You can forward an alert to another team only when both conditions are met:

- The alert comes from a team monitoring process.
- The employee of the alert has organizational changes during the payroll period.

i Note

By default, alerts are automatically distributed to teams based on team criteria (for example, Payroll Area) and employees' master data on the last day of the current payroll period. If there are organizational changes for an employee during the payroll period, the system allows you to forward the alert to another team based on the organizational assignment during the payroll period.

Result

The alert is moved from to your team to another team. The team lead of that team can assign the alert to his or her team members in My Teams application.

i Note

For productive payroll processes, you can only forward an alert to the unassigned alerts queue. For productive payroll processes, only the payroll process manager can assign the alerts to payroll administrators. For information about process category, see [Productive Payroll Processes \[page 374\]](#) and [Configuring Process Types \[page 616\]](#).

5. For [Resolved](#) alerts, you can see the following information:

Tab	Comments
Reason	Reason why this alert is marked as resolved without applying the solution. The reason is entered by the payroll administrator who marked the alert as resolved.
User	The payroll administrator who marked the alert as resolved.
Date	The date when the alert was marked as resolved.
Key Indicator	The key value that has been configured for the validation rule, either in Manage Configuration or in Configuration Workbench.
Details	The details that has been configured for the validation rule, either in Manage Configuration or in Configuration Workbench.

After you check the details, you can choose to set it to Unresolved, or forward it to another payroll administrator for processing, or leave it as resolved.

[My Worklists with Alerts \[page 826\]](#)

My Worklists with Alerts provides a list of active payroll processes in which you have been assigned alerts.

[My Worklists Without Alerts \[page 828\]](#)

My Worklists without Alerts provides a list of payroll processes that you're a member of, but have no alerts assigned to you.

Task overview: [Monitor Alerts as Payroll Administrator \[page 819\]](#)

Related Information

[Picking Up Unassigned Alerts \(from My Alerts\) \[page 829\]](#)

16.4.6.1.1 My Worklists with Alerts

My Worklists with Alerts provides a list of active payroll processes in which you have been assigned alerts.

Payroll Control Center - Alert Management

MY WORKLISTS WITH ALERTS

MY WORKLISTS WITHOUT ALERTS

Search

Process	Status	Due On	Alerts	Not Assign...	Top Validation Rules	
<div><div>Test US</div><div>Period 11</div></div>	<div><div></div>Active</div>	<div>Jun 15, 2017</div>	<div>10</div>	<div>2</div>	<div>- Employees who are missing the SAP user ID subtype in IT0105</div>	<div>10</div>
<div></div>						



Information	Where?
Payroll process	Line in the Process column
Period of the payroll process	Line below the payroll process title
Status of the payroll process	Each line in Status column
Due date of each payroll process	Line in the Due On column
Number of alerts assigned to you as the payroll administrator	Number in the Alerts column
Number of alerts that haven't been assigned to anyone	Number in the Not Assigned column
Top three validation rules of each payroll process and the number of assigned alerts and unassigned alerts for the corresponding validation rule	Information on the right end of each line

This tab also allows you to perform the following **actions**:

Action	How?
Navigate to the list of alerts for the first validation rule	Double-click the process line
Display all validation rules of a payroll process	Click All Validation Rules (the ellipsis icon) on the right-hand side of the process line. This icon is displayed only if a process contains more than 3 validation rules.
Navigate to one of the top three validation rules of the payroll process	Double-click the validation rule of the payroll process on the right end of each line
Filter the alerts to be displayed	Click the Filter icon and select the criteria you want to use to reorganize your list.
Refresh the content displayed	Click the Refresh button in the left lower corner.

Parent topic: [Processing Alerts in My Worklists \[page 820\]](#)

Related Information

[My Worklists Without Alerts \[page 828\]](#)

16.4.6.1.1 Details of an Alert

The third level shows the details for an alert. These details are distributed into three tabs: [Alert Details](#), [Solutions](#), and [Notes](#).

tab	Description
Details	You can view the details of the alert. The information on this tab depends on the result detail types assigned to the validation rule (called check type in the back end).
Solutions	You can view a list of proposed solutions for the alert.
Notes	You can enter or upload a note for the alert.

The [Alert details](#) tab allows you to display data needed to understand the root cause of the alert. This data can be presented in different formats. The sections of the [Alert details](#) tab depends on the implementation of the result details type assigned to the check type (validation rule).

Related Information

[Sample Root Cause Analyses \[page 708\]](#)

[Actions for Solutions and Step Links \[page 571\]](#)

16.4.6.1.2 My Worklists Without Alerts

[My Worklists without Alerts](#) provides a list of payroll processes that you're a member of, but have no alerts assigned to you.

The screenshot displays the 'Payroll Control Center - Alert Management' interface. At the top, there are two tabs: 'MY WORKLISTS WITH ALERTS' and 'MY WORKLISTS WITHOUT ALERTS', with the latter being selected. Below the tabs is a search bar with the placeholder text 'Search' and a magnifying glass icon. To the right of the search bar is a gear icon for settings. The main content area is a table with the following columns: 'Process', 'Status', 'Due On', and 'Not Assigned Alerts'. The table contains one row of data: 'team management' (with a small icon to the left), 'Active' (with a green triangle icon), 'Nov 30, 2023' (with a blue calendar icon), and '1' (in red). Below the table, there is a link 'Team One' with a small icon to the left. At the bottom left of the interface is a circular refresh icon.

Information	Where?
Payroll process	Each line in the Process column
Period of the payroll process	Line below the payroll process title
Status of the payroll process	Each line in the Status column
Due date of each payroll process	Information in the Due On column
Number of alerts that haven't been assigned to anyone	Number in the Not Assigned column

This tab also allows you to perform the following **actions**:

Action	How?
Navigate to the list of alerts for the first validation rule for a payroll process	Double-click the process line
Filter the alerts to be displayed	Click the Filter icon and select the criteria you want to use to reorganize your list.
Refresh the content displayed	Click the Refresh button in the left lower corner.

Parent topic: [Processing Alerts in My Worklists \[page 820\]](#)

Related Information

[My Worklists with Alerts \[page 826\]](#)

16.4.6.2 Picking Up Unassigned Alerts (from My Alerts)

As a payroll administrator, for processes other than the productive payroll processes, you can pick up unassigned payroll alerts of all the payroll processes that you have been assigned to by using the [My Alerts](#) application.

Prerequisites

You have been granted authorization for My Alerts in both Employee Central Payroll and Employee Central. See [Authorization for Payroll Administrator for My Alerts and Unassigned Alerts \[page 679\]](#) and [Setting Up Role-Based Permissions for Business Users \[page 757\]](#).

Context

i Note

This procedure does not apply to productive payroll processes. Only the payroll process manager can assign the alerts for productive payroll processes. See [Alert Assignment and Alert Processing in Different Process Categories \[page 364\]](#).

Procedure

1. In Payroll Control Center, choose the My Alerts tab.

The My Alerts application contains the following tabs:

tabs	Description
My Worklists with Alerts	This tab lists processes in which you have alerts assigned to you. This tab is displayed by default. The rightmost column displays the top three validation rules with alerts for each payroll process.
My Worklists without Alerts	This tab lists processes in which you are a team member but no alerts are assigned to you yet.

2. On either tab, click a payroll process.

tabs	Description
My Worklists with Alerts	<ol style="list-style-type: none">1. Choose a payroll process from which you want to pick up unassigned alerts.2. On the Alerts page, click Not Assigned tab.3. Select the alerts that you want to assign to yourself and choose Assign To Me.
My Worklists without Alerts	<ol style="list-style-type: none">1. Choose a payroll process from which you want to pick up unassigned alerts.2. On the Alerts page, under the process name, choose the Select Alert dropdown menu and then select the validation rule from which you want to pick up unassigned alerts.3. On the Not Assigned tag page, select the alerts that you want to assign to yourself and choose Assign To Me.

Results

The selected alerts are now assigned to you, and you can process these alerts in [My Alerts](#) application.

Task overview: [Monitor Alerts as Payroll Administrator \[page 819\]](#)

Related Information

[Processing Alerts in My Worklists \[page 820\]](#)

16.4.6.2.1 Picking Up Unassigned Alerts (from Unassigned Alerts)

The *Unassigned Alerts* application enables you as payroll administrator to pick up unassigned payroll alerts of all the payroll processes that you are assigned to, except for team monitoring processes.

i Note

- You have been granted authorization for the Unassigned Alerts application. See [Authorization for Payroll Administrator for My Alerts and Unassigned Alerts \[page 679\]](#) and [Setting Up Role-Based Permissions for Business Users \[page 757\]](#).
- With the business function HCM_LOC_CI_103 activated, all features of the *Unassigned Alerts* application are integrated into the *My Alerts* application. You can pick up unassigned alerts in *My Alerts* for all types of processes. *Unassigned Alerts* can still be used for processes other than Team Monitoring processes. This app is out of maintenance.
- This procedure does not apply to productive payroll processes. Only the payroll process manager can assign the alerts for productive payroll processes. For information about process category, see [Productive Payroll Processes \[page 374\]](#) and [Configuring Process Types \[page 616\]](#).

The *Unassigned Alerts* application consists of different levels. At each level, you can pick up unassigned alerts:

Action	How?	Description
Pick up all unassigned alerts of one or more payroll processes	<p>On the home page, choose Assign to me</p> <p>Result</p> <p>All the unassigned alerts of the payroll process are now assigned to you, and you can process these alerts for one or more payroll processes in <i>My Alerts</i> application.</p>	<p>The home page displays all active payroll instances that you are assigned to, with the following information:</p> <ul style="list-style-type: none">• Name of payroll process• Status of payroll process• Due date of the payroll process• Number of unassigned alerts of each payroll process

Action	How?	Description
Pick up all unassigned alerts of one or more payroll policies in a payroll process	<ol style="list-style-type: none"> 1. From the home page, choose a payroll process. 2. On the details page of the payroll process, choose Assign to me for one or more policies. <p>Result</p> <p>for one or more payrollAll the unassigned alerts related to the payroll policy in the payroll process are now assigned to you, and you can process these alerts in the My Alerts application.</p>	<p>The details page of the payroll process displays the following information:</p> <ul style="list-style-type: none"> • Check policies of the payroll process • Number of unassigned alerts of each policy
Pick up all unassigned alerts of one or more payroll checks in a payroll policy in a payroll process	<ol style="list-style-type: none"> 1. From the home page, choose a payroll process. 2. On the details page of the payroll process, choose a payroll policy. 3. On the details page of the payroll policy, choose Assign to me for one or more validation rules in that payroll policy. <p>Result</p> <p>All the unassigned alerts related to the validation rule in the payroll process are now assigned to you, and you can process these alerts in Alert Management application.</p>	<p>The details page of the payroll policy for the payroll process displays the following information:</p> <ul style="list-style-type: none"> • Validation rules of the payroll policy • Number of unassigned alerts of each validation rule
Pick up one or more employees of a payroll check in a payroll policy in a payroll process	<ol style="list-style-type: none"> 1. From the home page, choose a payroll process. 2. On the details page of the payroll process, choose a payroll policy. 3. On the details page of the payroll policy, choose a validation rule. 4. On the details page of the validation rule, choose Assign to me for one or more employees. <p>Result</p> <p>The selected alerts are now assigned to you, and you can process these alerts in My Alerts application.</p>	<p>The details page of the validation rule displays the following information:</p> <ul style="list-style-type: none"> • Employee with alert information • Key indicator of the alert • Details of the alert

16.4.7 Auditing

Audit Trail enables you to view the action logs of each process, alert processing, and analytics in Payroll Control Center. You can also download the logs to a spreadsheet.

You can access Audit Trail using the URL https://<host>:<port>/sap/bc/ui5_ui5/sap/hrpy_pcc_al_2/index.html?sap-client=<client>&sap-ui-language=<language_code>.

You can view the following types of log for active and completed processes:

- Process history
- Alert history
- Analytics history

Authorization for the audit log is managed on process level. Therefore, in order to view the logs of relevant processes, you must have the authorization for the corresponding processes.

[Archiving Audit Trail Using PCC_AUDIT \[page 833\]](#)

You can use archiving object PCC_AUDIT to archive audit trail of completed process recurrences of Payroll Control Center.

[Downloading Audit Trail \[page 839\]](#)

You use the *Payroll Control Center - Audit Trail Download Tool* (PYC_SUPPORT_DL_AUDIT_TRAIL) report to download the different types of audit logs for active and completed processes in Audit Trail.

[Audit Trail for Active Processes \[page 841\]](#)

The *Active Processes* tab in Audit Trail contains the logs for active processes, as well as the alerts and analytics of these processes in Payroll Control Center.

[Audit Trail for Completed Processes \[page 844\]](#)

The *Completed Processes* tab in Audit Trail contains the logs for completed processes, as well as the alerts and analytics of these processes in Payroll Control Center.

Related Information

[Authorization for Auditor \(Audit Trail\) \[page 684\]](#)

16.4.7.1 Archiving Audit Trail Using PCC_AUDIT

You can use archiving object PCC_AUDIT to archive audit trail of completed process recurrences of Payroll Control Center.

Tables

PCC_AUDIT archives data from several tables. To check which tables these are, call up transaction SARA, enter the archiving object, and choose Database Tables. You can display the relevant tables in the lower part of the screen.

Archiving Classes

PCC_AUDIT may trigger further archiving classes to write additional data, for example change documents, into the archive. To check which classes these are, call up transaction AOBJ, select your archiving object and choose Archiving Classes Used.

Programs

To find out which programs this archiving object offers, call up transaction AOBJ and double-click on your archiving object.

Prerequisites

The following prerequisites must be met before the audit trail of a payroll process recurrence can be archived:

- The payroll process recurrence has been completed.
- There is no gap of completed payroll process recurrences. For example, the recurrence of payroll process ABC for period X is completed and all of its preceding periods are also completed.
- The residence time is fulfilled.

ILM-Related Information for the Archiving Object

You can use this archiving object with the PCC_AUDIT ILM object as part of SAP Information Lifecycle Management. In transaction IRMPOL, you can create policies for residence or retention rules, depending on the available policy category. Here you can also see the available time references and which condition fields exist, and decide which of them shall be used in which order to define your rule structure.

SAP delivers the default retention rule (two years from the end date of process recurrence - ENDDA in table PYC_D_PYPI) and residence rule (one year from the end date of process recurrence - ENDDA in table PYC_D_PYPI) for archiving object PCC_AUDIT. You can define the residence rule and retention rule based on your needs in transaction IRMPOL.

The following condition fields are available:

- PROCESS_RECURRENCE (Process recurrence ID)

The following time references are available:

- ENDDA in table PYC_D_PYPI: End date of process recurrence.

For more information, see [SAP Information Lifecycle Management](#).

Performing Application-Specific Configuration

Before you can use the PCC_AUDIT archiving object, you must first check the following settings:

- Retention and residence rules for the PCC_AUDIT archiving object in transaction IRMPOL
SAP delivers the default retention rule (two years from the end date of process recurrence - ENDDA in table PYC_D_PYPI) and residence rule (one year from the end date of process recurrence - ENDDA in table

PYC_D_PYPI) for archiving object PCC_AUDIT. You can define the residence rule and retention rule based on your needs in transaction IRMPOL.

- Customizing Settings for the PCC_AUDIT archiving object in transaction AOBJ (also available from Customizing under ► [SAP NetWeaver](#) ► [Application Server](#) ► [System Administration](#) ► [Data Archiving](#) ► [Archiving Object-Specific Customizing](#) ►)
 - [Archive File Size](#) section
 - [Maximum Size in MB](#): Default value is 100. For each process recurrence archived, a separate archive file is created. You can change the maximum file size for the archive file.
 - [Maximum Number of Data Objects](#): Leave this field empty.
 - [Settings for Delete Program](#) section
 - [Commit Counter](#): Default value is 10. This field defines the number of data objects after which the program sends a commit to the database.
 - [Test Mode Variant](#): The default variant for the delete program when it's run in test mode.
 - [Live Mode Variant](#): The default variant for the delete program when it's run in production mode.
 - [Delete Jobs](#) section
 - By default, the delete jobs are set to start automatically after the write program is executed. You can change the setting based on your needs.

Defining Write Variants

You can use the write program PYC_ARCHIVE_AUDIT_WRI to archive the audit trail for process recurrences that has fulfilled the residence period.

When you schedule the archiving run, you must enter an existing variant or create a new one. You can do so in transaction SARA.

A write variant contains the parameters for the audit trail that you want to archive.

SAP delivers the following parameters:

- Process ID
 - When you run the report in dialog mode, enter the process ID for which you want to archive the audit trail of completed process recurrences. The system checks the end date of the process recurrences and compare it with the system date when the program is executed. If the residence period is fulfilled, the audit trail for the relevant process recurrences is archived.
- IAM Actions
 - By default, the action Archiving is selected.
- Processing Options
 - By default, the write program runs in production mode, and the delete program also runs in production mode.

One archive file is generated for each process recurrence that fulfills the residence period.

Defining Read Program Variants

You can use the read program PYC_ARCHIVE_AUDIT_READ to read from the archive file and display the data.

When you execute the read program, all the archive files that you have authorization for are listed with the following information:

- Sessions and files
- Date
The date when the archive file is generated.
- File Status
- Note
The note is provided by the write program and the format of the note is defined in the code: <Payroll Period>-<Process Recurrence Name>.

You can use the date and note information to decide which archive file is of interest to you. Choose the archive file and then choose Continue to read and download the archive data for the audit trail.

Defining Delete Program Variants




You can use the delete program PYC_ARCHIVE_AUDIT_DEL to delete the audit trail after it's archived.

Based on the archiving-object-specific customizing setting, the delete program can be triggered automatically once the write program is executed. You can also run this program in dialog mode. In the dialog mode, you can specify whether you want to run the delete program in the test mode. By default, it runs in the production mode.

When you execute the delete program, all the archive files that you have authorization for are listed with the following information:

- Sessions and files
- Date
The date when the archive file is generated.
- File Status
- Note
The note is provided by the write program and the format of the note is defined in the code: <Payroll Period>-<Process Recurrence Name>.

Dependencies of PCC_AUDIT

For information on the archiving session order, see the Network Graphic for your archiving object in transaction SARA under  [Goto](#)  [Network Graphic](#) .

Authorizations for PCC_AUDIT

You need the following authorization objects:

Activity	Required Authorization Object
Use the archiving object	Authorization Object: S_ARCHIVE For information, see Authorization Check for Archive Administration .
Read and delete process recurrences	Authorization Object: P_PYD_INST <ul style="list-style-type: none">P_PYD_INST – Authorization prefix of payroll processes, followed with an asterisk *. For example, PY10*, PY99*. Authorization prefix is defined when process types or payroll processes are created.P_PYD_IAUT – D (Execute RDT)P_PYD_RDT<ul style="list-style-type: none">PYP_STS_ERR_MAIN_ACT (Start Process and Step)PYP_STS_ERR_ADDL_ACT (Additional activity, for example starting a step for erroneous employees)PYP_STS_EXE_CLOSE (Confirm Step and Close Process Instance)PYP_STS_EXE_RESET (Repeat Step)

Displaying Audit Trail Archived with PCC_AUDIT

Use the read program to display the audit trail archived with PCC_AUDIT.

[Archiving Audit Trail \[page 838\]](#)

The write program PYC_ARCHIVE_AUDIT_WRI in the archiving object PCC_AUDIT reads from the database the audit trail of process recurrences that have fulfilled the residency period and writes the relevant audit trail to archive files. For each such process recurrence, one archive file is generated.

[Deleting Archived Audit Trail from the Database \[page 838\]](#)

The delete program PYC_ARCHIVE_AUDIT_DEL of the archiving object PCC_AUDIT reads the data from the archive files and deletes the corresponding data from the database. Depending on the settings you have made in archiving object-specific Customizing, the deletion process for an archive file can run at the same times as the creation of new archive files.

[Reading Archive Files of Audit Trail \[page 839\]](#)

The read program PYC_ARCHIVE_AUDIT_READ in the archiving object PCC_AUDIT is used to read the archived data. The read logic in delete program is similar to that in the read program.

Parent topic: [Auditing \[page 833\]](#)

Related Information

[Downloading Audit Trail \[page 839\]](#)

[Audit Trail for Active Processes \[page 841\]](#)

16.4.7.1.1 Archiving Audit Trail

The write program `PYC_ARCHIVE_AUDIT_WRI` in the archiving object `PCC_AUDIT` reads from the database the audit trail of process recurrences that have fulfilled the residency period and writes the relevant audit trail to archive files. For each such process recurrence, one archive file is generated.

Prerequisites

Make sure that the application-specific configuration meets your needs and adjust the configuration if necessary.

Procedure

Follow the instructions in [Creating Archive Files](#)

For information about the parameters and values provided in the program variants, see [Defining Write Variants \[page 835\]](#).

16.4.7.1.2 Deleting Archived Audit Trail from the Database

The delete program `PYC_ARCHIVE_AUDIT_DEL` of the archiving object `PCC_AUDIT` reads the data from the archive files and deletes the corresponding data from the database. Depending on the settings you have made in archiving object-specific Customizing, the deletion process for an archive file can run at the same times as the creation of new archive files.

Prerequisites

Make sure that the application-specific configuration meets your needs and adjust the configuration if necessary.

Context

If an error occurs, for example, during a data transfer, you can restart the archiving process because the data is still either in the database or in an archive file.

Procedure

Follow the instructions in [Deleting Archived Data from the Database..](#)

For information about the parameters and values provided in the program variants, see section [Defining Delete Program Variants \[page 836\]](#).

16.4.7.1.3 Reading Archive Files of Audit Trail

The read program PYC_ARCHIVE_AUDIT_READ in the archiving object PCC_AUDIT is used to read the archived data. The read logic in delete program is similar to that in the read program.

Procedure

Follow the instructions in [Reading Archive Files](#).

For information about the parameters and values provided in the program variants, see [Defining Read Program Variants \[page 835\]](#).

16.4.7.2 Downloading Audit Trail

You use the [Payroll Control Center - Audit Trail Download Tool](#) (PYC_SUPPORT_DL_AUDIT_TRAIL) report to download the different types of audit logs for active and completed processes in Audit Trail.

Prerequisites

- If you want to download the audit trail for multiple processes, you need to define logical file path in Customizing for [Payroll Control Center](#) under ► [General Settings](#) ► [Maintain Logical File Paths for Downloading Audit Trail](#) ►.
- To download the audit trail for specific process instances, you must have the relevant authorization in the authorization object P_PYD_INST.
 - P_PYD_INST – Authorization prefix of payroll processes, followed with an asterisk *. For example, PY10*, PY99*. Authorization prefix is defined when process types or payroll processes are created.
 - P_PYD_IAUT – H (Display Action Log), R (Read)

For more information, see [Authorization for Auditor \(Audit Trail\) \[page 684\]](#).

Context

You can download the following types of logs in Audit Trail:

- Process history
- Alert history
- Analytics history

In Audit Trail, you can only download each of the above types of logs for each process instance ID one by one. With this report, you can download all these logs in batch for a range of process instance IDs and save the logs to an Excel file in the specified location. One file is generated for each process instance ID.

Procedure

1. Go to transaction SE38, enter **PYC_SUPPORT_DL_AUDIT_TRAIL** in the *Program* field, and choose the Execute icon in the application toolbar.
2. Enter the relevant information:

Field	Comments
Process Instance ID	Enter a process instance ID or a range of process instance ID. For each process instance ID, one Excel file is generated.
Maximum Row No. per Worksheet	<p>Enter the maximum number of rows for each worksheet in the downloaded file.</p> <p>If audit trail records reach this limit and there is more history to be downloaded for the process instance/recurrence, the system creates a new worksheet in the file to store the rest of the history. There is no limit to the number of files created for one download.</p>
Directory Path	Enter a directory path and the system stores the file to that directory in your local drive.
Download Alert History	<p>This option is selected by default.</p> <p>Specify whether you want to download the operation made to alerts or validation rules of a process instance. Alert history includes the following:</p> <ul style="list-style-type: none"> • Execution of validation rule • Change of alert status • Assignment of alerts • Solution operation of alerts
Download Process History	Specify whether you want to download the operation made to the steps of a payroll instance or the payroll instance itself, such as step status change and process instance status change.
Download Analytics History	<p>Specify whether you want to download the KPIs or analytics data of the process instance.</p> <p>Note that the analytics created using Configuration Workbench and the analytics (also called KPIs) created using Manage Configuration have different structures and fields.</p>

3. Choose the Execute icon in the application toolbar.

Results

The system displays the download results in an SAP List Viewer (ALV) and one or more Excel files are downloaded to the defined directory of your local drive.

- The first column of the ALV list displays the downloaded file name and its path.
- Message Text
This column lists the download result.

Task overview: [Auditing \[page 833\]](#)

Related Information

[Archiving Audit Trail Using PCC_AUDIT \[page 833\]](#)

[Audit Trail for Active Processes \[page 841\]](#)

[Audit Trail for Completed Processes \[page 844\]](#)

16.4.7.3 Audit Trail for Active Processes

The [Active Processes](#) tab in Audit Trail contains the logs for active processes, as well as the alerts and analytics of these processes in Payroll Control Center.

Information	Description
Process	Process name and the current payroll period of the process
Progress	<p>Current active step and the total number of steps in the process.</p> <p>If the process has a monitoring step (that is, the step that checks employees' master data and payroll data against predefined validation rules) and the monitoring step has already been executed, then the number of alerts is also displayed in the progress column.</p>
Status	<p>The error status of the current active step in the process. The values are predefined in the field domain PYC_ERROR_STATUS.</p> <ul style="list-style-type: none">• Error• OK• Confirmation required: The current step needs confirmation.• Step in execution: Step in preparation, meaning that the job is in execution, but the system can't get job status.• Open: The previous step is confirmed, but the current step isn't started.
Due on	Due (completion) date of the process

You can use the search bar to search for specific processes. The system searches for the text within the process ID, process name, error status name and current step name.

You can also use the Settings button to filter the processes displayed on this page by selecting any of the following conditions:

- Status
Statuses include OK, Error, Confirmation required, Step in Execution, and Open
- Alerts
Options include With alerts and Without alerts.
- Process
Process name
- Due on
You can choose to view processes that are due on the current day, in the current week, the current month, or within a certain period.

Click a process to view the process history and the alert history.

Process History

Process History: Records the actions taken on the process and step level, for example, a process is started, a step is executed or confirmed, or payroll run fails for a certain employee. You can download the process history by choosing the Download icon at the footer bar on the web page.

Information	Description
Event	Actions taken by a user or the system on the process or step level. <div><div>❖ Example</div><div><System> Payroll run started.</div><div><User A> Step executed manually.</div><div><User B> Step confirmed manually.</div></div>
Status	Message type for the action: <ul style="list-style-type: none">• Success• Information• Warning• Error
Date	Date and time when the action was taken

Alert History

Alert History: Records actions taken on the alerts (also known as check errors) for employees related to validation rules. You can download the alert history for the process by choosing the Download icon at the footer bar on the web page.

Previously, the policy and validation rule information in the Audit Trail was read from the backend configuration. As of release EA-HRRXX 608 SP54, the Audit Trail database table is enhanced with fields for policy ID and name, validation rule ID and name, and process instance ID. The records displayed in the Audit Trail come from these fields in the Audit Trail database table. As a result, even if a validation rule is later on deleted, the events related to the alerts of that validation rule remain in the Audit Trail. You can use the migration report PYC_SUPPORT_AL_MIGRATION_2 to migrate previous records and add back validation rule and policy information.

Information	Description
Event	Actions taken by a user or the system on the alerts related to validation rules for specific employees. <div><div>❖ Example</div><div><System> executed check, alert identified.</div><div><User A> validated alert.</div><div><User B> claimed alert.</div></div>
Date	Date and time when the action was taken
Name	Result object name, for example, name of the employee with alert
Validation rule	Validation rule that the employee failed to pass, thereby causing the alert
Policy	Policy in which the validation rule belong

You can use the search bar to search for specific logs for alert history.

Analytics History

Analytics History records actions taken on analytics (also known as KPIs) and the chart data. You can download the analytics history for the process by choosing the Download icon at the footer bar on the web page.

i Note

Analytics history prior to Synchronization Support Package EA-HR SP86 is not recorded in Audit Trail.

You can now see the following information about analytics:

- Analytics chart ID and descriptions
- Time of the execution

- Charts with the logged data

You can sort and filter the analytics history, based on analytics charts and execution date, and download the analytics history in a spreadsheet for further analysis.

Parent topic: [Auditing \[page 833\]](#)

Related Information

[Archiving Audit Trail Using PCC_AUDIT \[page 833\]](#)

[Downloading Audit Trail \[page 839\]](#)

[Audit Trail for Completed Processes \[page 844\]](#)

16.4.7.4 Audit Trail for Completed Processes

The [Completed Processes](#) tab in Audit Trail contains the logs for completed processes, as well as the alerts and analytics of these processes in Payroll Control Center.

Information	Description
Process	Process name and the current payroll period of the process
Progress	Completed processes always have the status OK.
Completed on	Date and time when the process was completed.

You can use the search bar to search for specific processes. The system searches for the text within the process ID, process name, alert status name and current step instance name.


You can also use the Settings button to filter the processes displayed on this page by selecting any of the following conditions:

- Status
- Process
Process name
- Completed on
You can choose to view processes that were completed on the current day, in the current week, the current month, or within a certain period.

Click a process to view the process history and the alert history.

Process History

Process History: Records the actions taken on the process and step level, for example, a process is started, a step is executed or confirmed, or payroll run fails for a certain employee. You can download the process history by choosing the Download icon at the footer bar on the web page.

Information	Description
Event	Actions taken by a user or the system on the process or step level. <div> Example <System> Payroll run started. <User A> Step executed manually. <User B> Step confirmed manually.</div>
Status	Message type for the action: <ul style="list-style-type: none">• Success• Information• Warning• Error
Date	Date and time when the action was taken

Alert History

Alert History: Records actions taken on the alerts (also known as check errors) for employees related to validation rules. You can download the alert history for the process by choosing the Download icon at the footer bar on the web page.

Previously, the policy and validation rule information in the Audit Trail was read from the backend configuration. As of release **EA-HRRXX 608 SP54**, the Audit Trail database table is enhanced with fields for policy ID and name, validation rule ID and name, and process ID. The records displayed in the Audit Trail come from these fields in the Audit Trail database table. As a result, even if a validation rule is later on deleted, the events related to the alerts of that validation rule remain in the Audit Trail. You can use the migration report **PYC_SUPPORT_AL_MIGRATION_2** to migrate previous records and add back validation rule and policy information.

Information	Description
Event	<p>Actions taken by a user or the system on the alerts related to validation rules for specific employees.</p> <div> <p>❖ Example</p> <p><System> executed check, alert identified.</p> <p><User A> validated alert.</p> <p><User B> assigned alert to <User C>.</p> </div>
Date	Date and time when the action was taken
Name	Result object name, for example, name of the employee with alert
Validation rule	Validation rule that the employee failed to pass, thereby causing the alert
Policy	Policy in which the validation rule belong

You can use the search bar to search for specific logs for alert history.

Analytics History

Analytics History records actions taken on analytics (also known as KPIs) and the chart data. You can download the analytics history for the process by choosing the Download icon at the footer bar on the web page.

Note

Analytics history prior to Synchronization Support Package EA-HR SP86 is not recorded in Audit Trail.

You can now see the following information about analytics:

- Analytics chart ID and descriptions
- Time of the execution
- Charts with the logged data

You can sort and filter the analytics history, based on analytics charts and execution date, and download the analytics history in a spreadsheet for further analysis.

Parent topic: [Auditing \[page 833\]](#)

Related Information


[Archiving Audit Trail Using PCC_AUDIT \[page 833\]](#)

[Downloading Audit Trail \[page 839\]](#)

[Audit Trail for Active Processes \[page 841\]](#)

17 Changing the Hire Date

How to change the hire date to ensure a successful replication of employee master data according to your use case.

You can use the Employee Central [Hire Date Correction tool](#) to change the hire date. If you want to change the hire date for an employee for whom payroll was run one time to an earlier or later date, we recommend that you read the instructions provided in SAP Note [41523](#)  carefully.

⚠ Caution

As a general rule, we recommend that you don't use the Employee Central Hire Date Correction tool to change the hire date of an employee for whom payroll was run one time to a later date in the future (case 3).


Here is an overview of all use cases:

Payroll has run?	Number of records	Change Hire Date into	Description
No, the payroll hasn't run yet.	<ul style="list-style-type: none">=1> 1	Past and Future	Changing the Hire Date: Time Slice with One Single Infotype Record [page 849] Changing the Hire Date: Time Slice with several infotype records [page 853]
Yes, the payroll has run.	n/a	<ul style="list-style-type: none">PastFuture	Changing the Hire Date into the Past After the First Payroll [page 859] Changing the Hire Date into the Future After the First Payroll [page 860]

i Note

In the *Replication of Planned working time* scenario, when the hire date of an employee is moved to a future date, all records for infotype 2003 that exist before this new hire date are automatically deleted.

Make sure that the permission to read, write, and delete infotype 2003 is set up in the role you copy from the template role SAP_HR_PA_EC_EE_BNDL_REPL_V3.

For more information, refer to KBA [3014027](#) .

[Changing the Hire Date: Time Slice with One Single Infotype Record \[page 849\]](#)

Learn how to change the hire date if you have time slices with one single infotype record.

[Changing the Hire Date: Time Slice with several infotype records \[page 853\]](#)

Learn how to change the hire date if you have time slices with several infotype records.

[Changing the Hire Date into the Past After the First Payroll \[page 859\]](#)

[Changing the Hire Date into the Future After the First Payroll \[page 860\]](#)

Changing the hire date of an employee after the first payroll has run is applicable only if there are no other actions apart from the hiring action for the employee.

17.1 Changing the Hire Date: Time Slice with One Single Infotype Record

Learn how to change the hire date if you have time slices with one single infotype record.

To ensure a complete and successful employee master data replication, all dates of infotypes affected by a change of the hiring date must fit the new hire date. Here are the options you can select to change the hire date in Employee Central:

- You use the [Hire Date Correction](#) tool to change at once hire dates in Employee Central. This tool modifies all affected portlets. For more information, refer to *Changing an Employee's Hire Date in Employee Central*. We recommend that you read the prerequisites carefully.
- You modify manually the affected blocks in the [People Profile](#) UI. For more information, refer to *Maintaining the People Profile Portlets in Employee Central*.

[Changing an Employee's Hire Date in Employee Central \[page 849\]](#)

The hire date of an employee in Employee Central can be changed using the Hire Date Correction tool using the UI, using an API, or by using the [Import and Export Data](#) transaction to import mass Hire Date Correction entries. In this topic, the UI use case is described.

[Maintaining the People Profile Portlets in Employee Central \[page 852\]](#)

Learn how to change manually the hire date of an employee in Employee Central, that is, maintain the People Profile portlets.

[Updating Payroll relevant Information \[page 853\]](#)

17.1.1 Changing an Employee's Hire Date in Employee Central

The hire date of an employee in Employee Central can be changed using the Hire Date Correction tool using the UI, using an API, or by using the [Import and Export Data](#) transaction to import mass Hire Date Correction entries. In this topic, the UI use case is described.

Prerequisites

The [Administrator Permissions](#) > [Metadata Framework](#) > [Hire Date Correction](#) permission must be activated. Users with [Manage Data](#) permissions can also use the Hire Date Correction function.

Optionally, you can restrict access to the Hire Date Correction tool. For a certain user group, the [Secured](#) field must equal [Yes](#), and the [Permission Category](#) must be selected, for instance [Miscellaneous](#).

It is also possible to restrict for whom a hire date correction can be created. For the target user population option, the [Subject User Field](#) must equal [usersSysId](#) and [Respects Target Criteria](#) must be set to [Yes](#).

For more information, refer to the Related Links.

Context

This tool makes changes in the affected entities, if their start date is equal to the one in Job Information and Employment Information. The list of changed entities is predefined and cannot be changed:

- Employment Information
- Job Information
- Compensation Information
- Recurring Pay Components
- Job Relationships
- Personal Information
- Global Information
- Address Information
- Recurring Deductions
- Payment Information
- Dependents Information including:
 - Personal Information
 - Global Information
 - Address Information

You can use the Hire Date Correction to update the following types of assignments:

- Standard employment (single assignment only)
- A rehire with a new employment
- Concurrent employments
- Home employment for employees with a global assignment
- Onboarding candidates once they have passed the Pending Hire stage

Hire Date Corrections update the existing Employee Central records in the entities, they do not create additional ones. Position follow-up processes, such as the Matrix Relationship to Job Relationship sync, To Be Hired Adaptation, Hierarchy Adaptation and Reclassification are not triggered for the new hire date after a hire date correction.

i Note

Please consider that these changes may affect payroll as well as other HR processes, including benefits and talent processes.

Date Fields

The hire date correction tool adjusts a few of the standard fields and does not adjust custom date fields.

Some of these fields are not set to the new hire date, but recalculated based on the standard Employment Information logic.

- Start Date
- Original Start Date
 - This is only for cases where the original date and the start date were equal before the hire date change, otherwise, the original start date is not adjusted.
- Seniority Date

- Service Date
- Professional Service Date
- First Date Worked
- Benefits Eligibility Start Date

Also, the entry date fields in Job Information are recalculated, for example, Position Entry Date, since they depend on the effective start date on which an employee first moved to a position or department.

The Hire Date Correction tool is an MDF object, which means that you can make the changes either in the UI or using an MDF import. The following explains how to make changes in the UI.

The Hire Date Correction supports workflows with pending data.

Before You Start

- The hire date must be the same in both Employment Information and Job Information. If the hire date is different, you need to first adjust it to make it identical in both entities.
- Rehire records on old employment are not supported. You can make this change in the Job Information History UI. You may need to also change other entities.
- If any changes are made before the corrected hire date, then you can't use the correction tool. For example, if the employee has a spot bonus that is paid before the new hire date, then you can't use the tool.
- Workflows must have *Pending Data* set to *Yes*.
- Cross-entity rules are not supported.

Procedure

1. Go to ► [Admin Center](#) ► [Hire Date Correction](#) ►.

If the action search is not activated in your system, then in the *Tools* search, select ► [Manage Data](#) ► [Create New](#) ► → [Hire Date Correction](#).

2. In the field *Correction Name*, add a unique name for this object.
3. Add the *Employee* name. The original hire date is retrieved.
4. Add the new hire date.
5. Save your changes.

i Note

You can use every object for one run only. If you would like to change the hire date of another user or for the same user twice, you have to create a new object.

Results

If you have made the changes in the UI, then the system will show you a pop-up with an error message in case the correction failed.

If you have made the changes in a file and uploaded it, then the system will show one of the 3 possible statuses:

- New: processing has not been started
- Successful: all entities were successfully updated where the old start date equaled the old start date in Employment Info and Job Information
- Failed: no correction of the hire date possible

If the save failed during import, the .csv file shows the error. To access the .csv file go to ► [Admin Center](#) ► [Scheduled Job Monitor](#) ► [Review Your Job](#) ► and select [Download csv](#).

Related Information

[Implementing the Metadata Framework \(MDF\)](#)

[Using Role-Based Permissions](#)

[Adding Security to MDF Objects](#)

[HireDateChange API](#)

[Validations in Position Management](#)

17.1.2 Maintaining the People Profile Portlets in Employee Central

Learn how to change manually the hire date of an employee in Employee Central, that is, maintain the People Profile portlets.

Prerequisites

Depending on your scenario you might have to execute prerequisites. Make sure to check [Changing the Hire Date \[page 848\]](#).

Procedure

1. In Employee Central, go to the employee file of the respective employee.
2. Choose ► [Employment Information](#) ► [Job Information](#) ►.
3. Choose the pencil button to edit [Job Information](#).
4. Change the begin date of job information, and save your changes.
5. Please go to the history of the following portlets and change the effective date of the oldest record to the new hire date:
 - Personnel Information
 - Address Information

- Compensation Information
- Payment Information

Results

You're done! The new hire date of the employee is saved and will be replicated to Employee Central Payroll automatically.

17.1.3 Updating Payroll relevant Information

When changing the hire date for your employees, updates of payroll-specific data like tax data is not automatically replicated. Therefore, you need to update this data manually using mashups.

→ Tip

We recommend using the [Hire Date Change](#) payroll task type.

Related Information

[Triggering Payroll Data Maintenance Task Types \[page 57\]](#)

17.2 Changing the Hire Date: Time Slice with several infotype records

Learn how to change the hire date if you have time slices with several infotype records.

Change the entry date in the Employee Central Payroll system before changing the hire date in Employee Central.

Then, in the Employee Central system, select one of the following options to change the hire date.

[Changing Entry Date in Employee Central Payroll \[page 854\]](#)

[Changing an Employee's Hire Date in Employee Central \[page 855\]](#)

The hire date of an employee in Employee Central can be changed using the Hire Date Correction tool using the UI, using an API, or by using the [Import and Export Data](#) transaction to import mass Hire Date Correction entries. In this topic, the UI use case is described.

[Maintaining the People Profile Portlets in Employee Central \[page 858\]](#)

Learn how to change manually the hire date of an employee in Employee Central, that is, maintain the People Profile portlets.

[Updating Payroll relevant Information \[page 858\]](#)

17.2.1 Changing Entry Date in Employee Central Payroll

Context

In order to prevent any replication errors, change the entry date in Employee Central Payroll before changing the hire date in Employee Central.

Procedure

1. In Employee Central Payroll go to transaction **PA30** and enter the personnel number of the respective employee.
2. Choose **Utilities** > **Change entry/leaving date**.
3. Change entry in **Start** to the new hire date, press enter and save your changes.
Postpone action popup opens.
4. Select the infotypes in the table for which you want to move the records to the new hire date, and press *Continue*.

Infy	Text	Sub...	Start	End	New start	New end
0001	Organizational Assignment		01.12.2016	31.12.9999	01.12.2017	31.12.9999
0007	Planned Working Time		01.12.2016	31.12.9999	01.12.2017	31.12.9999
0041	Date Specifications		01.12.2016	31.12.9999	01.12.2017	31.12.9999
0105	Communication	ECUS	01.12.2016	31.12.9999	01.12.2017	31.12.9999

All records have been moved to the new hire date.

17.2.2 Changing an Employee's Hire Date in Employee Central

The hire date of an employee in Employee Central can be changed using the Hire Date Correction tool using the UI, using an API, or by using the [Import and Export Data](#) transaction to import mass Hire Date Correction entries. In this topic, the UI use case is described.

Prerequisites

The [Administrator Permissions](#) > [Metadata Framework](#) > [Hire Date Correction](#) permission must be activated. Users with [Manage Data](#) permissions can also use the Hire Date Correction function.

Optionally, you can restrict access to the Hire Date Correction tool. For a certain user group, the [Secured](#) field must equal [Yes](#), and the [Permission Category](#) must be selected, for instance [Miscellaneous](#).

It is also possible to restrict for whom a hire date correction can be created. For the target user population option, the [Subject User Field](#) must equal [usersSysId](#) and [Respects Target Criteria](#) must be set to [Yes](#).

For more information, refer to the Related Links.

Context

This tool makes changes in the affected entities, if their start date is equal to the one in Job Information and Employment Information. The list of changed entities is predefined and cannot be changed:

- Employment Information
- Job Information
- Compensation Information
- Recurring Pay Components
- Job Relationships
- Personal Information
- Global Information
- Address Information
- Recurring Deductions
- Payment Information
- Dependents Information including:
 - Personal Information
 - Global Information
 - Address Information

You can use the Hire Date Correction to update the following types of assignments:

- Standard employment (single assignment only)
- A rehire with a new employment
- Concurrent employments

- Home employment for employees with a global assignment
- Onboarding candidates once they have passed the Pending Hire stage

Hire Date Corrections update the existing Employee Central records in the entities, they do not create additional ones. Position follow-up processes, such as the Matrix Relationship to Job Relationship sync, To Be Hired Adaptation, Hierarchy Adaptation and Reclassification are not triggered for the new hire date after a hire date correction.

i Note

Please consider that these changes may affect payroll as well as other HR processes, including benefits and talent processes.

Date Fields

The hire date correction tool adjusts a few of the standard fields and does not adjust custom date fields.

Some of these fields are not set to the new hire date, but recalculated based on the standard Employment Information logic.

- Start Date
- Original Start Date
This is only for cases where the original date and the start date were equal before the hire date change, otherwise, the original start date is not adjusted.
- Seniority Date
- Service Date
- Professional Service Date
- First Date Worked
- Benefits Eligibility Start Date

Also, the entry date fields in Job Information are recalculated, for example, Position Entry Date, since they depend on the effective start date on which an employee first moved to a position or department.

The Hire Date Correction tool is an MDF object, which means that you can make the changes either in the UI or using an MDF import. The following explains how to make changes in the UI.

The Hire Date Correction supports workflows with pending data.

Before You Start

- The hire date must be the same in both Employment Information and Job Information. If the hire date is different, you need to first adjust it to make it identical in both entities.
- Rehire records on old employment are not supported. You can make this change in the Job Information History UI. You may need to also change other entities.
- If any changes are made before the corrected hire date, then you can't use the correction tool. For example, if the employee has a spot bonus that is paid before the new hire date, then you can't use the tool.
- Workflows must have *Pending Data* set to *Yes*.
- Cross-entity rules are not supported.

Procedure

1. Go to ► [Admin Center](#) ► [Hire Date Correction](#) ►.

If the action search is not activated in your system, then in the [Tools](#) search, select ► [Manage Data](#) ► [Create New](#) ► → [Hire Date Correction](#).

2. In the field [Correction Name](#), add a unique name for this object.
3. Add the [Employee](#) name. The original hire date is retrieved.
4. Add the new hire date.
5. Save your changes.

i Note

You can use every object for one run only. If you would like to change the hire date of another user or for the same user twice, you have to create a new object.

Results

If you have made the changes in the UI, then the system will show you a pop-up with an error message in case the correction failed.

If you have made the changes in a file and uploaded it, then the system will show one of the 3 possible statuses:

- New: processing has not been started
- Successful: all entities were successfully updated where the old start date equaled the old start date in Employment Info and Job Information
- Failed: no correction of the hire date possible

If the save failed during import, the .csv file shows the error. To access the .csv file go to ► [Admin Center](#) ► [Scheduled Job Monitor](#) ► [Review Your Job](#) ► and select [Download csv](#).

Related Information

[Implementing the Metadata Framework \(MDF\)](#)

[Using Role-Based Permissions](#)

[Adding Security to MDF Objects](#)

[HireDateChange API](#)

[Validations in Position Management](#)

17.2.3 Maintaining the People Profile Portlets in Employee Central

Learn how to change manually the hire date of an employee in Employee Central, that is, maintain the People Profile portlets.

Prerequisites

Depending on your scenario you might have to execute prerequisites. Make sure to check [Changing the Hire Date \[page 848\]](#).

Procedure

1. In Employee Central, go to the employee file of the respective employee.
2. Choose ► [Employment Information](#) ► [Job Information](#) ►.
3. Choose the pencil button to edit [Job Information](#).
4. Change the begin date of job information, and save your changes.
5. Please go to the history of the following portlets and change the effective date of the oldest record to the new hire date:
 - Personnel Information
 - Address Information
 - Compensation Information
 - Payment Information

Results

You're done! The new hire date of the employee is saved and will be replicated to Employee Central Payroll automatically.

17.2.4 Updating Payroll relevant Information

When changing the hire date for your employees, updates of payroll-specific data like tax data is not automatically replicated. Therefore, you need to update this data manually using mashups.

→ Tip

We recommend using the [Hire Date Change](#) payroll task type.

Related Information

[Triggering Payroll Data Maintenance Task Types \[page 57\]](#)

17.3 Changing the Hire Date into the Past After the First Payroll

i Note

Changing the hire date of an employee after the first payroll has run is applicable only if there are no other actions apart from the hiring action for the employee.

Please proceed by following the links below:

[Delete Entry in Field Accounted to in Employee Central Payroll \[page 859\]](#)

[How to Change the Hire Date into the Past After the First Payroll in Employee Central \[page 859\]](#)

17.3.1 Delete Entry in Field *Accounted to* in Employee Central Payroll

Procedure

1. In Employee Central Payroll go to transaction **PA30** and enter the personnel number of the respective employee.
2. Choose **Utilities** > **Change Payroll Status**.
3. Delete the entry in *Accounted to*, and save your changes.

You must not delete the payroll results.

17.3.2 How to Change the Hire Date into the Past After the First Payroll in Employee Central

Select the option that fits the most your use case:

Option	Description
How to change the hire date if you have time slices with one single infotype record.	Changing the Hire Date: Time Slice with One Single Infotype Record [page 849]
How to change the hire date if you have time slices with several infotype records, for example, for the <i>Address Information</i> .	Changing the Hire Date: Time Slice with several infotype records [page 853]

17.4 Changing the Hire Date into the Future After the First Payroll

Changing the hire date of an employee after the first payroll has run is applicable only if there are no other actions apart from the hiring action for the employee.

Caution

As a general rule, we recommend that you don't use the Employee Central Hire Date Correction tool when moving the hire date of an employee into the future. We recommend that you follow the procedure documented here. You can also refer to case 3 in the SAP Note [41523](#).

Proceed as follows to change the hire date into the future after the first payroll run:

[Setup Actions and Reasons \[page 861\]](#)

Find out how to set up actions and reasons to change the hire date of an employee into the future after the first payroll run in Employee Central Payroll.

[Create Mapping Entries for Events \[page 861\]](#)

Find out how to map Employee Central events with Employee Central Payroll code values.

[Adjust Action Keys to Modify the Employment Status \[page 862\]](#)

Find out how to customize the change of employment status. The following isn't valid when using Additional actions (302) infotype with the switch `MASSN_MASSG_CHANGE_AT_HIRE` enabled in table `T77SFEC_TDR_MAPC`.

[Change Hire Date in Employee Central Using Events \[page 863\]](#)

Find out which configurations steps are required for changing the hire date into the future after the first payroll.

17.4.1 Setup Actions and Reasons

Find out how to set up actions and reasons to change the hire date of an employee into the future after the first payroll run in Employee Central Payroll.

Procedure

1. In Employee Central Payroll go to transaction SM30.
2. Enter table **T529A** in field *Table/View*, and press *Maintain*.
3. To set up two new actions in table T529A choose *New Entries*, and enter the following.

Action	Name of Action Type	FC	Employment	Spec. Pymnt
70	Incorrect entry	1	0	0
71	Corrected entry	0	3	1

4. Save your changes.
5. Go to transaction SM30, enter view **V_T530_ALL** in field *Table/View*, and press *Maintain*.
6. To set up reasons for actions in table T530 choose *New Entries*, and enter the following.

Action	Name	DEUEV
70	Incorrect entry	
71	Corrected entry	1

7. Save your changes.

17.4.2 Create Mapping Entries for Events

Find out how to map Employee Central events with Employee Central Payroll code values.

Prerequisites

Make sure that you have set up actions and reasons for actions in Employee Central Payroll.

Procedure

1. Create the following entries in the Customizing for [Personnel Management](#) [Integration Settings for Employee Central Payroll](#) [Assignment of Code Values](#) [For Point-to-Point Replication](#) [Maintain Code Value Mapping](#):

Data type in Employee Central	Employee Central Code Value	ERP Code Value
Event	70	70
Event	71	71

Note

Don't include the two actions in the action menu because they're required in exceptional cases only.

2. Save your entries.

17.4.3 Adjust Action Keys to Modify the Employment Status

Find out how to customize the change of employment status. The following isn't valid when using Additional actions (302) infotype with the switch `MASSN_MASSG_CHANGE_AT_HIRE` enabled in table `T77SFEC_TDR_MAPC`.

Procedure

1. In Employee Central Payroll go to transaction `PA30` and enter the personnel number of the respective employee.
2. Call up infotype `0000` and copy the record with the hiring action.
3. Overwrite the action key with **70**, which is maintained as incorrect entry, and save your changes.

Note

Don't change the validity start date.

The *Employment Status* has value 0 for withdrawn. An info group isn't processed.

4. Copy the infotype record again. Assign the action key **71**, which is maintained as corrected entry, and enter the actual entry date as the validity start date.
5. Save your changes.
The *Employment Status* has value 3 for active. An info group isn't processed.

Example

The hire date has been changed from 01/01/16 to 01/02/16. Hence, the following records for infotype 0000 exist in Employee Central Payroll.

Start Date	End Date	Act.	Action Type	Employment
01.02.2016	31.12.9999	71	Corrected entry	3
01.01.2016	31.01.2016	70	Incorrect entry	0

Related Information

[Enabling Time-Dependent Replication Framework \[page 83\]](#)

17.4.4 Change Hire Date in Employee Central Using Events

Find out which configurations steps are required for changing the hire date into the future after the first payroll.

Prerequisites

Make sure that the following prerequisites are met in the Employee Central Payroll system:

- Customizing for personal actions as described in [Setup Actions and Reasons \[page 861\]](#)
- Mapping of events 70 and 71 as described in [Create Mapping Entries for Events \[page 861\]](#)

Context

In Employee Central, you used the Hire Date Correction tool to move the hire date of an employee for whom payroll was run one time to a later date. Then, you replicated the employee again. The Employee Central Payroll system raised the following error message **Personnel number was already accounted. Do not change entry date during the replication process.** For more information about, refer to case 3 in SAP Note [41523](#).

⚠ Caution

As a general rule, we recommend that you don't use the Employee Central Hire Date Correction tool in this situation.

Select one of the following procedures depending on whether you use Additional Actions (IT 302) or not.

→ Remember

To find out if you're using infotype *Additional Actions* (302), go to table T77S0 and check if switch ADMIN EVSUP is set to 1. In addition, go to *Configure Compound Employee API Query* under Customizing for [Personnel Management](#) > *Integration Settings for SuccessFactors Employee Central Payroll* > *Configuration of Point-to-Point Replication* and check if field *Mult. Actions* is marked. For more details, refer to Related Links.

[Set Up Event Reasons in Employee Central \[page 864\]](#)

[Changing the Hire Date in Employee Central Without Additional Actions \[page 866\]](#)

Set up the Job Information with the relevant event reasons for replication of the corrected hire date in the future.

[Changing Hire Date in Employee Central with Additional Actions \[page 866\]](#)

Set up the Job Information with the relevant event reasons for replication of the corrected hire date in the future when using Additional Actions.

Related Information

[Switches for Employee Central Payroll \[page 81\]](#)

[Multiple Events Per Day \[page 185\]](#)

17.4.4.1 Set Up Event Reasons in Employee Central

Context

If you want to move the actual hire date for an employee for whom payroll was run one time to a later date in the future, set up the following event reasons in your Employee Central system.

Procedure

- Select *Create New: Event Reason* and create the following event reasons:
- Create an *Incorrect Hire* event reason to terminate the employee's hire:
Provide all the following information for the event reason:

Field	Value
Event Reason ID	Incorrect Hire

Field	Value
Event Reason Name	Incorrect Hire Action
Status	Active
Event	Termination
Payroll Event	70
Display in Internal Job History portlet	Yes

- Create a [Correct Hire](#) event for the new hire date.
Provide the following information:

Field	Value
Event Reason ID	Correct Hire
Event Reason Name	Correct Hire Action
Status	Active
Event	Rehire
Payroll Event	71
Display in Internal Job History portlet	Yes

- [Only relevant when changing the hire date with Additional Actions) Select [Create New: Event Reason](#) to create an [Unmapped Hire](#).
Provide all the following information:

Field	Value
Event Reason ID	Unmapped Hire
Event Reason Name	Unmapped Hire Action
Status	Active
Event	Hire
Employee Status	Active
Payroll Event	UM
Display in Internal Job History portlet	No

- Save your changes.

17.4.4.2 Changing the Hire Date in Employee Central Without Additional Actions

Set up the Job Information with the relevant event reasons for replication of the corrected hire date in the future.

Prerequisites

All relevant event reasons have been set up.

Procedure

1. Create a new *Job Information* by [Terminating an Employment](#).
Select the event reason *Incorrect Hire Action*.
2. Create a new Rehire (R) event for the new hire date by [Rehiring an Inactive Employee](#).
Select the event reason *Correct Hire Action*.
3. Save your changes.

Results

The new hire date of the employee is saved and will be replicated to Employee Central Payroll automatically.

17.4.4.3 Changing Hire Date in Employee Central with Additional Actions

Set up the Job Information with the relevant event reasons for replication of the corrected hire date in the future when using Additional Actions.

Prerequisites

In the Employee Central Payroll system, the `MASSN_MASSG_CHANGE_AT_HIRE` switch is activated in table `T77SFEC_TDR_MAPC`. Make sure that the newly specified start date is before the hiring date to prevent retrocalculation issues. For more information, refer to Related Links.

In the Employee Central system, all relevant event reasons have been set up.

Procedure

1. In Employee Central, go to the employee file of the respective employee.
2. Choose ► [Employment Information](#) ► [Job Information](#) ▾.
3. Choose the pencil button to edit [Job Information](#).
4. Go to the [History](#) of the [Job Information](#) block.
5. Change the existing [Job Information](#).
Select the event reason [Unmapped Hire Action](#).
6. Create a new [Job Information](#) by [Terminating an Employment](#).
Select the event reason [Incorrect Hire Action](#).
7. Create a new Rehire (R) event for the new hire date by [Rehiring an Inactive Employee](#).
Select the event reason [Correct Hire Action](#).
8. Save your changes.

Results

The new hire date of the employee is saved and will be replicated to Employee Central Payroll automatically.

Related Information

[Enabling Time-Dependent Replication Framework \[page 83\]](#)

18 Pay Statement

Pay Statement processing and configuration is originated in the Employee Central Payroll system.

As an administrator, you can enable employees to access their pay statements in:

- SAP SuccessFactors Employee Central
- SAP SuccessFactors Mobile app
- Home Page
- Custom access points via deep link `/sf/latestpayperiod`

i Note

The access points are limited for some pay statement integration options. Please check each option description for details.

Pay Statement (Direct)

With this integration option, pay statement details are read directly from the Employee Central Payroll system and can be displayed in different places. Pay Statement (direct) access can be embedded in Employee Central (Employee Profile), in SuccessFactors Mobile (Payroll), and on the home page with the quick action [View My Pay Statement](#) (pay history link). You can also search directly for the "View My Pay Statement" action in the global search box in Employee Central to easily navigate to the pay statement overview page.

Additionally, a deep link `/sf/latestpayperiod` is available that allows you to create custom access points for the pay statement overview page in Employee Central. The deep link is available for the Pay Statement (direct) integration option.

Employees can access their pay statements in Employee Central, where the latest pay statement is displayed with pay date, gross, and payout amount. In addition, you can enable custom key figures to be displayed.

i Note

This option allows you to connect one Employee Central instance with different SAP Payroll solutions per country/region.

BestRun Employee Files

VP Professional Services (US), San Francisco (1710-2003), GCS North America (GCS_NA)

ME EMPLOYMENT COMPENSATION **PAYROLL** TIME BENEFITS TALENT PROFILE

Payroll Information

Gross 5,500 USD
Current Gross 5,500 USD
Taxes 1,924.58 USD
[1 more](#)

Payment Amount 30 June 2020
3,575.42 USD
[Show Figures](#)

Earnings and Deductions
[Pay Statement](#)
[Tax](#)
[Federal W-4](#)
[Year End](#)
[View W-2](#)
[W-2 Election](#)

Show More

In the pay statement overview, each pay statement is listed along with pay date and payout amount in the corresponding pay statement form.

BestRun My Employee File

Aanya Singh - Administrative Support

Pay Periods (26)

30 June 2020 2625.45 USD
15 June 2020 2625.46 USD
31 May 2020 2625.45 USD
16 May 2020 2625.45 USD
1 May 2020 2625.45 USD
16 April 2020 2625.46 USD
31 March 2020 2625.45 USD
16 March 2020 2625.45 USD

Pay Statement for 30 June 2020

BestRun

Statement of Earnings and Deductions

Name	Personnel No.	Social Security	Company Code	Cost Center	Location
Aanya Singh	00075821	XXX-XX-3656	BestRun Holdings	Corporate Services	BestRun Holdings

Pay Period	Check Date	Gross Pay	Deductions	Taxes	Net Pay	Check Number
06/16/2020 - 06/30/2020	06/30/2020	\$3,715.00	\$0.00	\$1,089.55	\$2,625.45	0007582100036001

Earnings				Taxes				
Earnings	Rate	Number	Amount	Year to Date	Taxes	Authority	Amount	Year to Date
Salary		88.00	\$3,715.00	\$44,580.00	TX Withholding Tax	FED	\$528.22	\$6,338.64
Advance payment			\$0.00	\$2,625.29	TX Withholding Tax	MD	\$165.58	\$1,987.06
Totals:			\$3,715.00	\$47,205.29	TX Withholding Tax	MD01	\$111.55	\$1,338.66

In the SuccessFactors Mobile App, employees can view their pay history, as well as pay statement key figures (and optional custom key figures) for each pay date.

Pay Statement (Fiori-like)

With this integration option, payroll results need to be regularly replicated from Employee Central Payroll to Employee Central, in order to display pay statement data. Pay Statement (Fiori-like) can be embedded in Employee Central (Employee Profile) and in SuccessFactors Mobile (Payroll).

Pay Statement (Fiori-like) overview displays available pay periods, sorted by pay date, and the corresponding pay statement forms.

BestRun My Employee File

Employee Files Help & Tutorials Ask HR

Aanya Singh - Administrative Support

Pay Periods (36)

30 June 2020 Pay Statement for 30 June 2020

15 June 2020

31 May 2020

16 May 2020

1 May 2020

16 April 2020

31 March 2020

16 March 2020

More [8 / 36]

BestRun

Statement of Earnings and Deductions

Name	Personnel No.	Social Security	Company Code	Cost Center	Location
Aanya Singh	00075821	XXX-XX-3656	BestRun Holdings	Corporate Services	BestRun Holdings

Pay Period	Check Date	Gross Pay	Deductions	Taxes	Net Pay	Check Number
06/16/2020 - 06/30/2020	06/30/2020	\$3,715.00	\$0.00	\$1,089.55	\$2,625.45	0007582100036001

Earnings				Taxes				
Earnings	Rate	Number	Amount	Year to Date	Taxes	Authority	Amount	Year to Date
Salary		88.00	\$3,715.00	\$44,580.00	TX Withholding Tax	FED	\$528.22	\$6,338.64
Advance payment			\$0.00	\$2,625.29	TX Withholding Tax	MD	\$165.58	\$1,987.06
Totals:			\$3,715.00	\$47,205.29	TX Withholding Tax	MD01	\$111.55	\$1,338.66

Pay Statement (Fiori-like) with Payroll Key Figures

With this integration option, you need to replicate payroll results and key figures regularly from Employee Central Payroll to Employee Central, in order to display pay statement data. Pay Statement (Fiori-like) with key figures can be embedded in Employee Central (Employee Profile) and in the SuccessFactors Mobile app (Payroll).

Pay Statement (Fiori-like) overview displays available pay periods, sorted by pay date along with net amount (when configured), and the corresponding pay statement forms.

BestRun

My Employee File

Search for actions or people

Employee Files

Help & Tutorials

Ask HR

Aanya Singh - Administrative Support

Pay Periods (26)

30 June 2020	2625.45 USD
15 June 2020	2625.46 USD
31 May 2020	2625.45 USD
16 May 2020	2625.45 USD
1 May 2020	2625.45 USD
16 April 2020	2625.46 USD
31 March 2020	2625.45 USD
16 March 2020	2625.45 USD

More

[8 / 26]

Pay Statement for 30 June 2020

BestRun

Statement of Earnings and Deductions

Name	Personnel No.	Social Security	Company Code	Cost Center	Location	
Aanya Singh	00075821	XXX-XX-3656	BestRun Holdings	Corporate Services	BestRun Holdings	
Pay Period	Check Date	Gross Pay	Deductions	Taxes	Net Pay	Check Number
06/16/2020 - 06/30/2020	06/30/2020	\$3,715.00	\$0.00	\$1,089.55	\$2,625.45	0007582100036001

Earnings			
Earnings	Rate	Number	Amount
Salary	88.00		\$3,715.00
Advance payment			\$0.00
Totals:			\$3,715.00

Taxes			
Taxes	Authority	Amount	Year to Date
TX Withholding Tax	FED	\$528.22	\$6,338.64
TX Withholding Tax	MD	\$165.58	\$1,987.06
TX Withholding Tax	MDOI	\$111.55	\$1,338.66

Pay Statement (Fiori-like) along with Pay Statement (Arrow-based)

You can also combine the usage of Fiori-like Pay Statements along with Legacy Pay Statements (arrow-based) in the Payroll Information section.

Note

We recommend not to enable Payroll Information access via Profile in SAP SuccessFactors Mobile app. For more information about supported features in Mobile, see the [Mobile Feature Matrix](#) guide.

Related Information

[Deep Links](#)

[Home Page](#)

[Mobile Deployment Guide](#)

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PUBLIC

Implementing Employee Central Payroll
Pay Statement

18.1 Configuring Pay Statement

Find out what you have to consider when configuring pay statement integration.

Prerequisites

- In Employee Central Payroll:
 - Customizing for Pay Statement is done and form is configured, using HRFORMS. For more information, refer to [Setting Up the Pay Statement in Employee Central Payroll \[page 96\]](#)
 - Pay Statement roles are assigned. For more information, refer to [Initial Customer User and Suggested First Steps \[page 73\]](#)
 - For Pay Statement (direct), Synchronization Support Package EA-HR SP86 must be installed.
 - SAML for payroll authentication is configured. Employees need it for accessing the pay statement form (PDF). For more information about configuring SAML, refer to [Set up Single Sign-On and Log-Out Using SAML 2.0 \[page 897\]](#).
- In Employee Central:
 - Employee Central Payroll is enabled in Provisioning.

→ Remember

As a customer, you don't have access to Provisioning. To complete tasks in Provisioning, contact your implementation partner or Account Executive. For any non-implementation tasks, contact Product Support.

- You've enabled People Profile in [Upgrade Center](#). For more information, see [People Profile](#).
- Payroll Information is enabled in People Profile and corresponding permissions for administrators and employees are set up. For more information, see [Permissions for Employee Central Payroll \[page 29\]](#).
- The required pay statement service is enabled in [Payroll Unified Configuration](#). For more information, see [Using Payroll Unified Configuration \[page 44\]](#)
- The SAP SuccessFactors Mobile app is enabled. For more information, see [Mobile Deployment Guide](#).

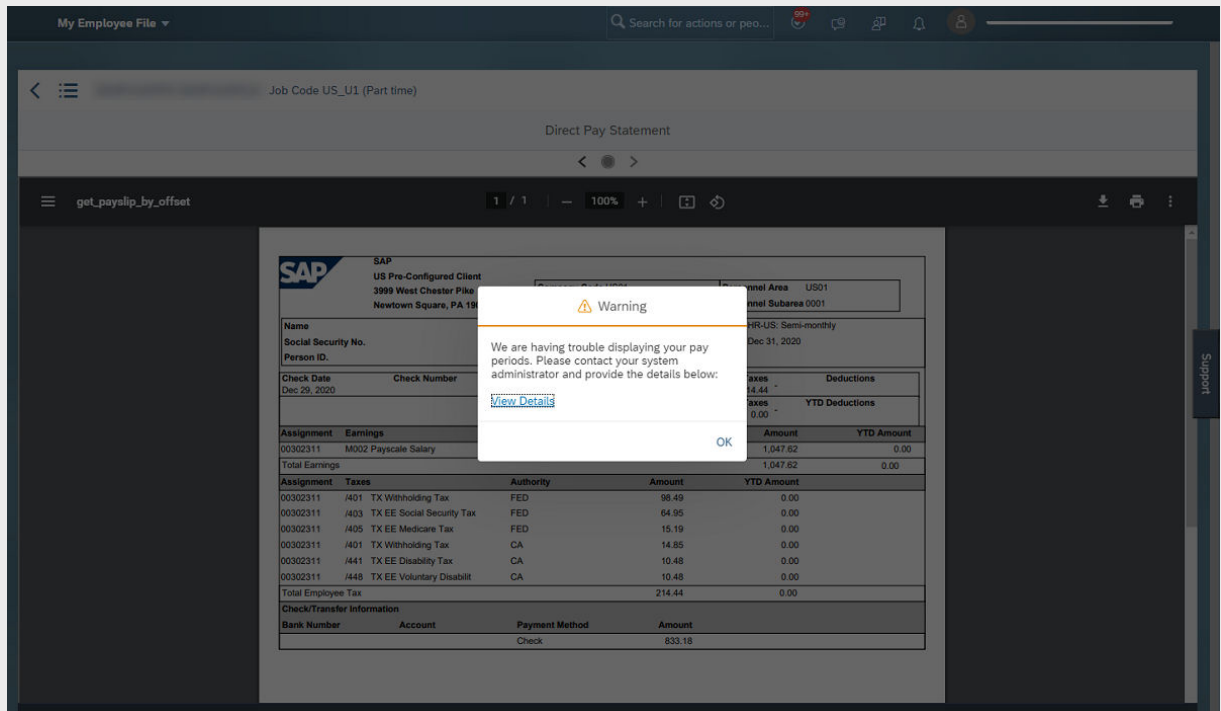
Pay Statement (Direct)

Use Case	Configuration Steps	More Information
Pay Statement (direct)	<ol style="list-style-type: none">1. Setting Up the Pay Statement in Employee Central Payroll [page 96]2. Using Payroll Unified	Mobile Deployment Guide

Use Case	Configuration Steps	More Information
	Configuration [page 44] 3. Using OAuth 2.0 to Integrate Employee Central and Employee Central Payroll [page 930] 4. Set Up Employee Central Payroll Role-Based Permissions for Employees [page 32] 5. Ensure that SAML for payroll authentication is configured. Refer to Set up Single Sign-On and Log-Out Using SAML 2.0 [page 897] 6. Setting Up System Configuration [page 45] 7. Optional: Enable custom key figures. Refer to Setting Up the Pay Statement in Employee Central Payroll [page 96]	
	i Note For mobile access, we recommend to use the SuccessFactors Mobile app, instead of mobile browsers to get a leveraged user experience. To access pay statement, please enable the Pay Summary feature.	

i Note

- If there are any OAuth configuration issues, the system falls back into displaying the Legacy Pay Statement in order to ensure employees can still access their pay statement. For more information, check the Troubleshooting section in [Using OAuth 2.0 to Integrate Employee Central and Employee Central Payroll](#) [page 930].
- If you are migrating to Pay Statement (direct) from export payroll results, remember to unschedule the RP_HRSFEC_ExportPayrollResults report in Employee Central Payroll, since Pay Statement (direct) is independent of exported payroll results. Already replicated data needs to be purged or deleted in Employee Central.



Other Pay Statement Options

i Note

The Pay Statement (Fiori-like) integration is being deprecated. Please consider using Pay Statement (direct) instead. For the current status of the deprecation, refer to [Deprecation of Pay Statement \(Fiori-like\) Integration](#).

Use Case.	Configuration Steps	More Information
Pay Statement (Arrow-based)	1. Setting Up the Pay Statement in Employee Central Payroll [page 96]	

Use Case.	Configuration Steps	More Information
	<ol style="list-style-type: none"> Using Payroll Unified Configuration [page 44] Specific Permissions [page 893] 	
<div> <div>Pay Statement (Fiori-like)</div> <div> <div>i Note</div> <div>This pay statement integration option will be deprecated in future. Check note on top of this section.</div> </div> </div>	<ol style="list-style-type: none"> Setting Up the Pay Statement in Employee Central Payroll [page 96] Payroll Results in Employee Central [page 886] Using Payroll Unified Configuration [page 44] Setting up Pay Data in Payroll Block for Employee Self Service (for People Profile Only) [page 62] Specific Permissions [page 893] Replicate Payroll Results as described in Payroll Results in Employee Central [page 886]. 	<p>For limitations, please see Payroll Results in Employee Central [page 886]</p>
	<div> <div>i Note</div> <div>Payroll results have to be regularly replicated from Employee Central to Employee Central Payroll, in order to provide employees with pay statements.</div> </div>	

Use Case.	Configuration Steps	More Information
	<p>You can influence the availability date of pay statements by considering it in your payroll results replication schedule.</p>	
<p>Pay Statement (Fiori-like) with payroll key figures.</p> <div data-bbox="196 617 922 768"> <p>i Note</p> <p>This pay statement integration option will be deprecated in future. Check note on top of this section.</p> </div>	<p>Follow the same steps as in Fiori-like Pay Statement in Payroll Information. Additionally, configure payroll key figures as described in Payroll Results in Employee Central [page 886].</p> <div data-bbox="948 856 1175 1560"> <p>i Note</p> <p>Payroll results, for example required wage types, have to be regularly replicated from Employee Central to Employee Central Payroll, in order to provide employees with pay statements. You can influence the availability date of pay statements by considering it in your payroll results replication schedule.</p> </div>	<p>For limitations, please see Payroll Results in Employee Central [page 886]</p>
<p>Pay Statement (Fiori-like) along with Pay Statement (Arrow-based)</p> <div data-bbox="196 1625 922 1776"> <p>i Note</p> <p>This pay statement integration option will be deprecated in future. Check note on top of this section.</p> </div>	<p>In addition to Fiori-like pay statement (with or without payroll key figures), you can enable Legacy Pay Statement for your employees in Using Payroll Unified Configuration [page 44].</p>	

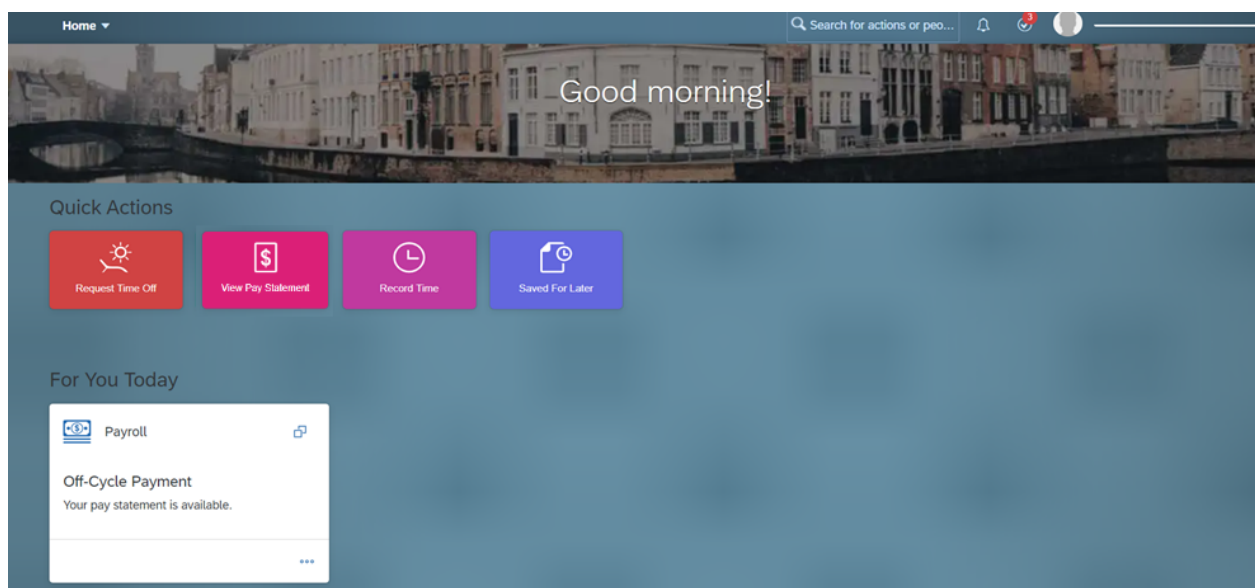
Use Case.	Configuration Steps	More Information
<p>Mobile Payroll Information with Pay Statement</p> <div> <p>i Note</p> <p>This pay statement integration option will be deprecated in future. Check note on top of this section.</p> </div>	<p>If you want to enable, pay statements in the SuccessFactors Mobile app, please enable the Pay Summary feature, and configure corresponding permissions. Follow the same configuration steps as for Pay Statement (direct) or Pay Statement (Fiori-like). We recommend using Pay Statement (direct), since payroll results replication isn't required. In addition, enable the SuccessFactors Mobile App and set up corresponding permissions.</p>	<p>Mobile Deployment Guide</p>
<p>Mobile Payroll Information with Pay Statement and payroll key figures</p> <div> <p>i Note</p> <p>This pay statement integration option will be deprecated in future. Check note on top of this section.</p> </div>	<p>Follow the same configuration steps as for Fiori-like Pay Statement with payroll key figures. In addition, enable the SuccessFactors Mobile app and set up corresponding permissions.</p>	<p>Mobile Deployment Guide</p>
<div> <p>i Note</p> <p>For employee transfers, follow the recommendation in Enforce New Employment Using Business Rules. However, pay statements from the previous employment won't be visible to the employee.</p> </div>		

18.2 Pay Statement on the Home Page

On the home page, employees can quickly view their latest pay statement and navigate to pay statements overview by choosing [View Pay Statement](#) under [Quick Actions](#).

Prerequisites

- Pay statement (direct) is configured and Synchronization Support Package EA-HR SP86 is applied.
- The home page is enabled.



Related Information

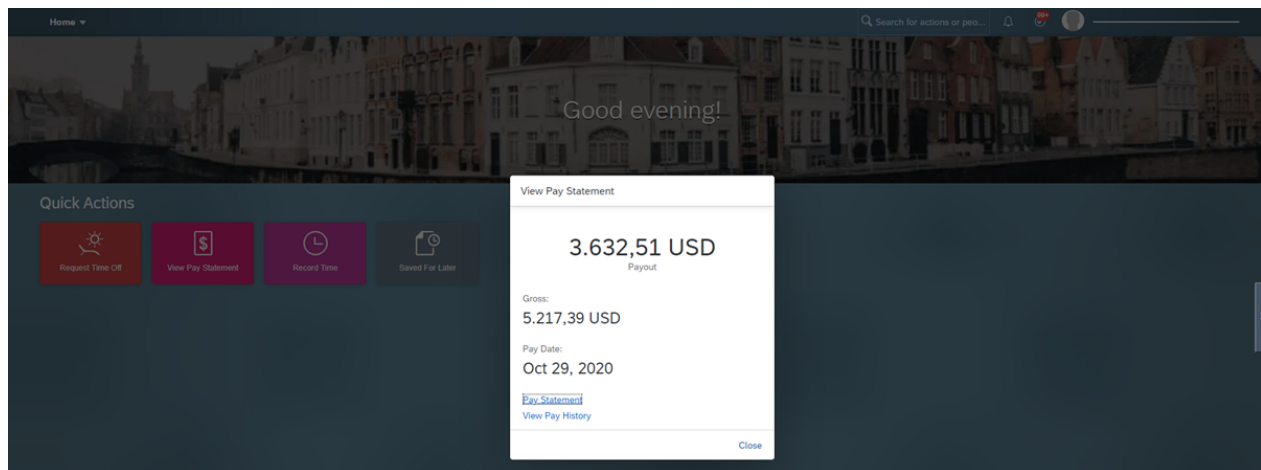
[Home Page](#)

[Configuring Pay Statement \[page 873\]](#)

18.2.1 View Pay Statement in Quick Actions

Employees can quickly view their latest pay statement data (payout, gross amount, and pay date) without leaving the home page.

By clicking [Pay Statement](#), the pay statement form (PDF) is displayed. By clicking [View Pay History](#), the employee can navigate to the pay statement overview page.



- [View Pay Statement](#) is available, when the Employee Central Payroll Provisioning switch is enabled and employee's role-based permissions are set up.

→ Remember

As a customer, you don't have access to Provisioning. To complete tasks in Provisioning, contact your implementation partner or Account Executive. For any non-implementation tasks, contact Product Support.

- [View Pay Statement](#) works only with Pay Statement (direct) Integration. If configuration is missing or incomplete, the application proposes employees to try viewing their pay statements with pay history.
- [View Pay Statement](#) appears for the latest employment, only.

18.2.2 Off-Cycle Payment Card

Informs employees about off-cycle bonus payment being processed and available pay statements.

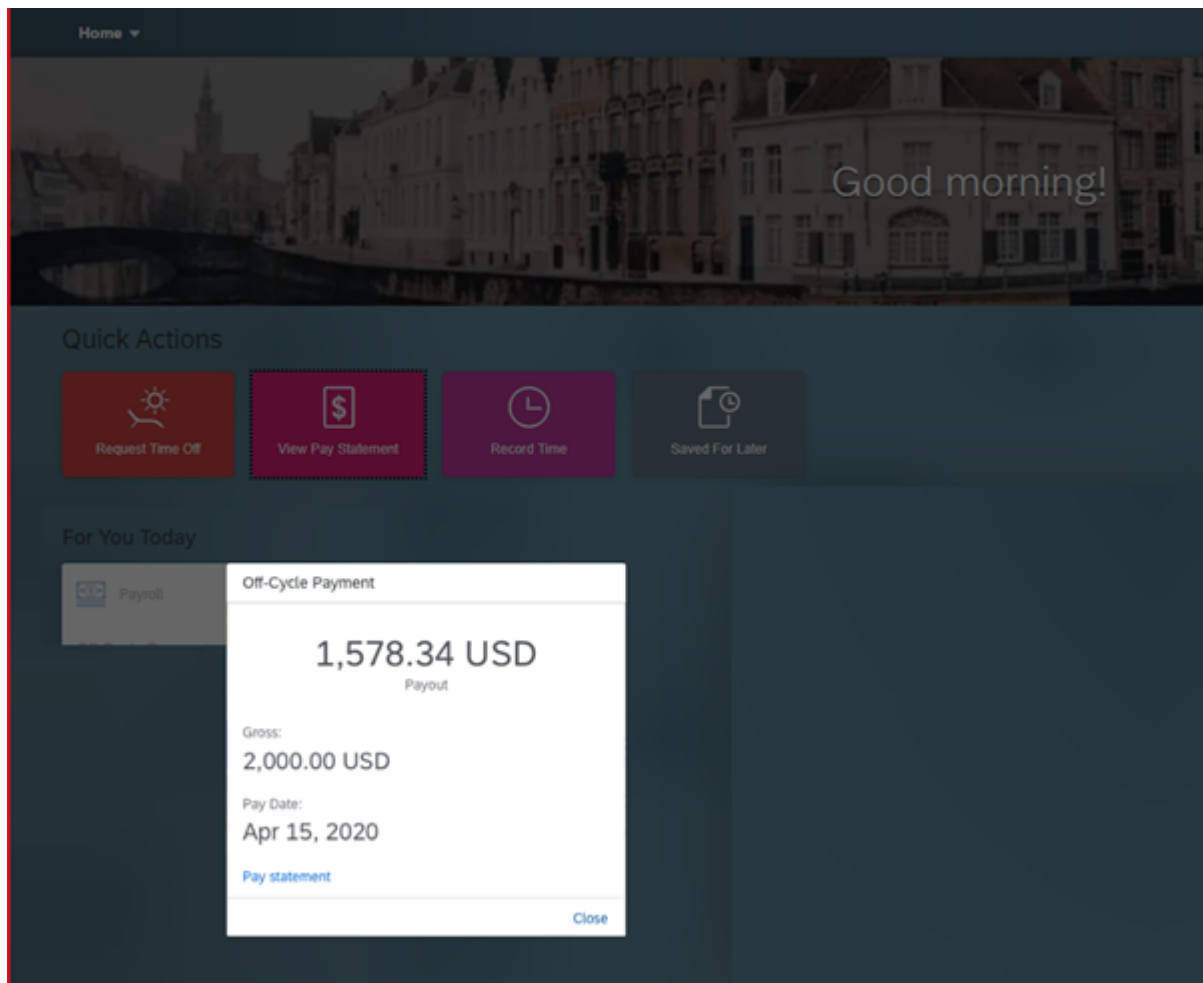
Prerequisites

- Synchronization Support Package EA-HR SP86 is applied to your payroll system.
- You've configured and executed the off-cycle report.

Context

Employees can expand the card to see data from their pay statement at a glance: payout amount, gross amount, pay date, as well as link to Pay Statement form (PDF).

The card is created for each off-cycle payment, which means if there are several payments, several cards are displayed, with the latest one on top.



i Note

Currently, the card is only available for payroll type *Bonus Payment*.

Related Information

[Using the Off-Cycle Report \[page 882\]](#)

18.2.3 Using the Off-Cycle Report

With this report, you create the off-cycle payment card in the home page by replicating data from Employee Central Payroll to Employee Central.

Prerequisites

- P2P RFC connection is adapted with OData V4.
- OAuth configuration has been completed.

Context

You create the off-cycle payment card in the home page for a particular employee or a group of employees, for whom off-cycle bonus payroll run was completed.

Procedure

1. Open the report [RP_HRSFEC_PTP_UXR_OFFCYCLE](#).
2. Under [Startdate](#), specify the relevant start date for the initial run, maximum of 30 days from today's date. A date less than 30 days would select the default date as 30.
3. You can run the report in test mode, to view the results that would be sent to Employee Central as an ALV output.
4. You can run the report in live mode, to send the results to Employee Central, and the relevant error or success message of the same is displayed.

You can also schedule the report to be run at regular intervals, but make sure that the report is run only after the payroll administrator has verified the final payroll results.

Results

An off-cycle payment card is displayed in the [For You Today](#) section on the home page.

Related Information

[Using OAuth 2.0 to Integrate Employee Central and Employee Central Payroll \[page 930\]](#)

19 Proxy Management in Employee Central Payroll

Proxy management is used to define that a user can act as another user.

The login user acts as the proxy of the account holder:

- Login user: the user who is logged in and who acts on behalf of another user.
- Account holder: the user on whose behalf the login user acts.

Proxy configuration always works on a one-to-one relationship. For example, User A is allowed to proxy as User B. Within this configuration, it can be specified in detail which proxy permissions are granted to the login user. This means you have to specify per user if the user is allowed to act as a proxy for someone else and with which permissions.

The relevant proxy permissions for Employee Central Payroll are:

- *Employee Central V2 + Employee Profile*
 - *Private Data for Proxy Account Holder*
- *Payroll*
 - *Payroll Private Data For Account Holder*

Employee Central V2 + Employee Profile is also referred to as “Employee Central proxy flag”. The flag *Private Data for Proxy Account Holder* is also referenced to as “Employee Central proxy flag”. The flag *Payroll Private Data for Account Holder* is also referred to as “Payroll private data flag”.

i Note

To view the Employee Profile, you need to grant the EC proxy rights in addition to the Payroll proxy and the Payroll private rights.

When admin users need to be substituted, it's recommended that they activate in addition the proxy permission for *Admin Tools* when the Payroll proxy flag is used. Optionally, the admin user can also activate the proxy permission for *Directory* in order to make navigation easier.

There's one exception. If the login user has the role-based permission (RBP) for *Proxy Management*, the user is allowed to proxy as everyone with all permissions.

Example: Private Data Setting

User A is login user. User B is allowed to see private data from their peers based on the normal RBP settings. User A is allowed to act as a proxy for User B.

Case 1: the Employee Central proxy flag is set, the private data flag isn't set.

Result: User A can't access private data of User B, but User A can access private data of those users (peers) for which User B has the corresponding permission. The peers' private data isn't restricted by this proxy setting.

Case 2: the Employee Central proxy flag is set, the private data flag is set.

Result: User A can access private data of User B in addition to the private data of User B's peers. The peers' private data isn't restricted by this proxy setting.

19.1 Proxy Management in Employee Central Payroll Scenarios

Get an overview of which Employee Central Payroll scenarios are affected by proxy management and how they're affected.

Setting the Employee Central Proxy Flag and Not the *Payroll* Proxy Flag; Setting None of the Private Data Flags

The login user is proxy for a payroll administrator. The login user only has the *Employee Central V2 + Employee Profile* permission, and not the *Payroll* permission. The login user has neither the Employee Central *Private Data for Proxy Account Holder* nor the *Payroll Private Data For Account Holder*.

The login user can see and maintain the Employee Profile of peers for which the payroll administrator has permission. However, the login user is restricted to non-payroll related data. The login user can't see any private data of the payroll administrator.

Note that the payment information in Employee Central depends on the Employee Central proxy flag and not on the *Payroll* proxy flag.

Setting the Employee Central Proxy Flag and the *Payroll* Flag; Setting None of the Private Data Flags

The login user is proxy for a payroll administrator. The login user has the *Employee Central V2 + Employee Profile* permission and the *Payroll* permission. The login user has neither the Employee Central *Private Data for Proxy Account Holder* nor the *Payroll Private Data For Account Holder*.

The navigation to mashups with data of peers is possible as the *Payroll* proxy flag has been set.

The login user can't see any private data of the payroll administrator. The login user has access to the *Payroll* menu and the UI *Complete Payroll Task*.

The login user can see and maintain the employee profile of peers for which the payroll administrator has permission. The login user can also see the payroll information of peers. This applies in particular to their pay statements. It also applies to tax data of peers in the *Administration Console of BSI TaxProfileFactory*, if the login user acts on behalf of a BSI administrator.

The login user can't see any private data of the payroll administrator. The login user has access to the *Payroll* menu and the UI *Complete Payroll Task*.

The navigation to mashups with data of peers is possible as the *Payroll* proxy flag has been set.

Setting the Employee Central Proxy Flag and the *Payroll* Proxy Flag ; Setting the Employee Central Private Data Flag, and Not the *Payroll Private Data For Account Holder* Flag

The login user is proxy for a payroll administrator. The login user has the *Employee Central V2 + Employee Profile* permission and the *Payroll* permission. The login user has the Employee Central private data permission, but the login user doesn't have the *Payroll* private data permission.

The login user can see and maintain the employee profile of peers for which the payroll administrator has permission. This applies to the payroll information of peers and in particular their pay statements. It also applies to tax data of peers in the *Administration Console of BSI TaxProfileFactory*, if the login user acts on behalf of a BSI administrator. The login user can see private data of the payroll administrator, so long as it doesn't apply to payroll-specific data. In particular, the login user can't see the pay statement of the payroll administrator. The login user has access to the *Payroll* menu and the UI *Complete Payroll Task*.

The navigation to mashups with data of peers is possible as the *Payroll* proxy flag has been set. However, the precise behavior of the mashup depends on the identity provider being used for the Employee Central Payroll system.

The navigation to mashups with data of the payroll administrator isn't possible.

Setting the Employee Central Proxy Flag and the *Payroll* Proxy Flag; Setting the Employee Central Private Data Flag and the *Payroll Private Data For Account Holder* Flag

The login user is proxy for a payroll administrator. The login user has the *Employee Central V2 + Employee Profile* permission and the *Payroll* permission. The login user has the Employee Central private data permission and the *Payroll* private data permission.

The login user can see and maintain the employee profile of peers for which the payroll administrator has permission. This applies to the payroll information of peers and in particular their pay statements. It also applies to tax data of peers in the *Administration Console of BSI TaxProfileFactory*, if the login user acts on behalf of a BSI administrator. The login user can see private data of the payroll administrator including payroll-specific data. In particular, the login user can see the pay statement of the payroll administrator, and the login user can see tax data of the payroll administrator in the *Administration Console of BSI TaxProfileFactory*. The login user has access to the *Payroll* menu and the UI *Complete Payroll Task*.

The navigation to mashups with data of peers and to mashups with data of the payroll administrator is possible as the *Payroll* proxy flag has been set.

i Note

The proxy user is able to navigate to an Employee Central Payroll mashup with the corresponding permissions. However, the precise behavior of the mashup depends on the identity provider being used for the Employee Central Payroll system.

In case the SAP SuccessFactors IDP is used as identity provider, the Employee Central Payroll system sees as logon user the admin user. Correspondingly, Employee Central Payroll data can be edited.

20 Payroll Results in Employee Central

You can replicate and use Payroll Results from Employee Central Payroll for different purposes in Employee Central.

The most common use cases are:

i Note

The Pay Statement (Fiori-like) integration will be deprecated in future. Please consider using Pay Statement (direct) instead. For the current status of the deprecation, refer to [Deprecation of Pay Statement \(Fiori-like\) Integration](#).

- Employee Central Advanced Reporting
- Provide Pay Statement (Fiori-like) Integration to provide pay statement access to employees in Employee Central and in the SAP SuccessFactors Mobile app

Depending on the use case, the relevant configuration steps differ. However, all of them have a common final step. You must transfer Payroll Results from Employee Central Payroll system to Employee Central. We recommend scheduling Payroll Results replication as part of the normal payroll process after payroll completion. Once the results are replicated, the pay statement is visible to the employees.

For off-cycle the same applies. We suggest adding the results replication step to your off-cycle procedure. Again, pay statement is available as soon as results are replicated. If the replication step is skipped, pay statement will be available after replication of next regular period.

i Note

Ensure that you've installed the latest EA-HRRXX

Deleting Payroll Results in Employee Central is noncritical, since it's replicated data from the Employee Central Payroll system. Original data isn't touched and Payroll Results in Employee Central can be regenerated by a new replication at any time.

Depending on the use case you have, configuration steps and permission settings are different. If you're still on an older support package level, more restrictions may exist. If you're facing issues with former replicated Payroll Results after updating to the latest support package, we recommend the following: Delete former Payroll replicated results in Employee Central and replicate them once more from Employee Central Payroll.

Related Information

[Restrictions for Using Payroll Results \[page 896\]](#)

20.1 Overview of Use Cases for Payroll Results

Find out which configurations steps and permission settings are required for the different Payroll Results use cases.

Note

The Pay Statement (Fiori-like) integration will be deprecated in future. Please consider using Pay Statement (direct) instead. For the current status of the deprecation, refer to [Deprecation of Pay Statement \(Fiori-like\) Integration](#).




Use Case	Configuration Steps	Use Case-Specific Permissions	More Info
Employee Central Advanced Reporting	<ol style="list-style-type: none">1. Specifying the Relevant Wage Types in Employee Central Payroll [page 888]2. Import Related Settings in Employee Central [page 889]3. Replicating Payroll Results [page 894]	See Specific Permissions [page 893] section.	For more information on Advanced Reporting, see Employee Central Advanced Reporting guide.
Pay Statement (Fiori-like) in Payroll Information section	<ol style="list-style-type: none">1. Specifying the Relevant Wage Types in Employee Central Payroll [page 888]2. Import Related Settings in Employee Central [page 889]	See Specific Permissions [page 893] section.	For more information on Payroll Information, see Setting up Pay Data in Payroll Block for Employee Self Service (for People Profile Only) [page 62].
Pay Statement (Fiori-like) with Payroll Key Figures in Payroll Information	<ol style="list-style-type: none">1. Specifying the Relevant Wage Types in Employee Central Payroll [page 888]2. Import Related Settings in Employee Central [page 889]3. Setting Up Payroll Key Figures for Pay Statement (Fiori-like) Integration [page 892]4. Replicating Payroll Results [page 894]	See Specific Permissions [page 893] section.	For more information on Payroll Information, see Setting up Pay Data in Payroll Block for Employee Self Service (for People Profile Only) [page 62].

Use Case	Configuration Steps	Use Case-Specific Permissions	More Info
Pay Statement (Fiori-like) in SAP SuccessFactors Mobile app	<p>Same configuration steps as in <i>Pay Statement (Fiori-like) in Payroll Information section</i>.</p> <p>Additionally, enable SuccessFactors Mobile app and maintain mobile-specific permissions.</p>	See Specific Permissions [page 893] section.	For more information on Mobile, see SAP SuccessFactors Mobile Deployment guide .
Pay Statement (Fiori-like) with Payroll Key Figures in SAP SuccessFactors Mobile app	<p>Same configuration steps as in <i>Pay Statement (Fiori-like) with Payroll Key Figures in Payroll Information</i>.</p> <p>Additionally, enable SuccessFactors Mobile app and maintain mobile-specific permissions.</p>	See Specific Permissions [page 893] section.	For more information on Mobile, see SAP SuccessFactors Mobile Deployment guide .

20.2 Specifying the Relevant Wage Types in Employee Central Payroll

Before you run the Payroll Results Export report, specify which wage types you want to replicate to Employee Central. The wage types that are required can vary greatly depending on the purpose of the report, country/region, company, payroll provider, and so on.

Procedure

1. Make sure that you have activated Business Function HCM_SFEC_MDEC2HR.
2. In Customizing for  [Personnel Management](#)  [Integration Settings for SuccessFactors](#) , choose [Data Extraction of Payroll Results](#).
3. Define [Subapplications](#) for each country/region grouping, group subapplications.
4. Define [Subapplication Attributes](#) of the subapplication, such as a validity period.
5. Define [Wage Type Groups](#) that are meant to be included in the subapplication. For example, you can define a wage type group for a particular country/region. Then, assign the Wage Types to the subapplication activity.

Related Information

[Restrictions for Using Payroll Results \[page 896\]](#)

20.3 Import Related Settings in Employee Central

Code values for the payroll run type (like regular run, off cycle run) and the wage type (like net, gross) must be mapped to internal Employee Central values during the import.

Picklists and business rules help you to map the values of the payroll provider (for example, SAP ERP HCM or Employee Central Payroll) to the Employee Central picklist values. This way you ensure that the Employee Central picklist values are filled with the correct target values.

Related Information

[Implementing Picklists](#)










20.3.1 Creating and Assigning a Business Rule for the Payroll Run Type Picklist

Create a business rule for the [Payroll Run Type](#) picklist to specify all the payroll run type values that you require in Employee Central (for example for regular run).

Prerequisites

- You've created the picklist in Employee Central.
- Before creating a business rule, ensure that the picklist is assigned to the [payrollRunType](#) field in the data model.

Procedure

1. Go to  [Admin Center](#)  [Configure Business Rules](#) .
2. Choose [Create New Rule \(+\)](#) and select [Basic](#). In the [Basic](#) window, provide the following information:
 - a. Add a [Rule Name](#), [Rule ID](#), and [Start Date](#). We recommend adding [Rule Type](#) and [Description](#), too, as it eases your maintenance later on.
 - b. Under [Base Object](#), choose [Employee Payroll Run Results](#).
 - c. Choose [Continue](#).
 - d. Go to the [If](#) section and select  [Employee Payroll Run Results](#)  [Source: Payroll Run Type](#) . For example, if Employee Central Payroll is your payroll provider, map value "R" for regular run.
 - e. Go to the [Then](#) section and select  [Employee Payroll Run Results](#)  [Payroll Run Type](#)  to set to any of your pre-defined picklist values.

- f. Choose *Save*.
3. Go to ► *Admin Center* ► *Configure Object Definitions* ► to assign the business rule.
 - a. Under *Search*, select *Object Definition* in the first dropdown menu and *Employee Payroll Run Results Items* in the second dropdown menu.
 - b. Select ► *Take Action* ► *Make Correction* ►.
 - c. Assign the rule that you created in the *Save Rules* section and choose *Save*.

Related Information

[Implementing Business Rules in SAP SuccessFactors](#)

20.3.2 Creating and Assigning a Business Rule for the Wage Type Picklist

Create a business rule for *Wage Type* picklist to specify all wage type values that you require in Employee Central.

Prerequisites

- You've created the picklist in Employee Central.
- Before creating a business rule, ensure that the picklist is assigned to the *wageType* field in the data model.

Procedure

1. Go to ► *Admin Center* ► *Configure Business Rules* ►.
2. Choose *Create New Rule* (+) and select *Basic*. In the *Basic* window, provide the following information:
 - a. Add a *Rule Name*, *Rule ID*, and *Start Date*. We recommend adding *Rule Type* and *Description*, too, as it eases your maintenance later on..
 - b. Under *Base Object*, choose *Employee Payroll Run Results Items*.
 - c. Choose *Continue*.
 - d. Go to the *If* section and select ► *Employee Payroll Run Results Items* ► *Source: Wage Type* ►.
 - e. Go to the *Then* section and select ► *Employee Payroll Run Results Items* ► *Wage Type* ► to set any of your pre-defined picklist values.
 - f. Choose *Save*.
3. Go to ► *Admin Center* ► *Configure Object Definitions* ► to assign the business rule.
 - a. Under *Search*, select *Object Definition* in the first dropdown menu and *Employee Payroll Run Results Items* in the second dropdown menu.

- b. Select ► [Take Action](#) ► [Make Correction](#) ►.
- c. Assign the rule that you created in the [Save Rules](#) section and choose [Save](#).

Related Information

[Implementing Business Rules in SAP SuccessFactors](#)

20.3.3 Creating and Assigning a Business Rule for the Grouping Reason Picklist

Creating a business rule for the [Grouping Reason](#) picklist in Employee Central is optional and only relevant, if you're using person-related wages.

Prerequisites

- You have already the picklist created in Employee Central.
- Before creating a business rule, ensure that the picklist is assigned to the [groupingReason](#) field in the data model.

Procedure

1. Go to ► [Admin Center](#) ► [Configure Business Rules](#) ►.
2. Click [Create New Rule](#) (+) and select [Basic](#). In the [Basic](#) window, provide following information:
 - a. Add a [Rule Name](#), [Rule ID](#), and [Start Date](#). We recommend adding [Rule Type](#) and [Description](#), too, as it eases your maintenance later on.
 - b. Under [Base Object](#), choose [Employee Payroll Run Results Items](#).
 - c. Choose [Continue](#).
 - d. Go to the [If](#) section and select ► [Employee Payroll Run Results Items](#) ► [Source: Grouping Reason](#) ►.
 - e. Go to the [Then](#) section and select ► [Employee Payroll Run Results Items](#) ► [Grouping Reason](#) ► to set any of your pre-defined picklist values.
 - f. Choose [Save](#).
3. Go to ► [Admin Center](#) ► [Configure Object Definitions](#) ► ► to assign the business rule.
 - a. Under [Search](#), select [Object Definition](#) in the first dropdown menu and [Employee Payroll Run Results Items](#) in the second dropdown menu.
 - b. Select ► [Take Action](#) ► [Make Correction](#) ►.
 - c. Assign the rule that you created in the [Save Rules](#) section and choose on [Save](#).

Related Information

[Implementing Business Rules in SAP SuccessFactors](#)

20.4 Setting Up Payroll Key Figures for Pay Statement (Fiori-like) Integration

Find out how to configure payroll key figures.

Context

The payroll key figures provide an overview of main payroll accumulated values, which are aggregated by business needs. Each payroll key figure can have one or more wage types assigned and you can set up several of them. The [WageTypeAccumulationConfig](#) defines which payroll key figures are displayed on the UI.

i Note

We recommend configuring at least two payroll key figures: [gross](#) and [net](#). Select the corresponding wage types to the respective configurations for [gross](#) and [net](#) and use them as identifiers. The identifier codes are case-sensitive. Use them as exactly as highlighted in this section.

Procedure

1. Go to ► [Admin Center](#) ► [Manage Data](#) ►.
2. From the [Create New](#) dropdown, choose [WageTypeAccumulationConfig](#).

i Note

To access and edit [WageTypeAccumulationConfig](#), the respective user role needs the necessary permission. For setting the permission, go to [Admin Center](#) and enter [Manage Permission Roles](#) in the [Tools](#) search field. Click the respective [Permission Role](#) and then [Permission](#). In the permission settings, choose [Metadata Framework](#) and check [Manage Data](#).

3. For the [WageTypeAccumulationConfig](#) screen, enter the relevant information in the following fields:

[fieldID](#)

Enter a fieldID ([gross](#) and [net](#) are reserved as mandatory field IDs).

<i>displayOrder</i>	You can enter an order number here. The number provides the sequence in which the field is displayed. Please keep in mind the order numbers for the fields, which you might have already created, to obtain the wished sequence.
<i>description</i>	Depending on the consumer, enter a long text you want to have displayed.
<i>country</i>	Choose the payroll country/region for which this configuration is valid for.
<i>label</i>	Enter a text, which you want to be displayed on the UI.
<i>enabled</i>	Indicate whether the configuration of the wage type is enabled or not.
<i>externalCode</i>	This key field is automatically generated after saving.
<i>EffectiveStartDate</i>	Choose a date.
<i>wageTypes</i>	Select one or more wage types in this field. If you have more wage types the actual amount sums up, so that different types of for example taxes are shown as one.

4. Choose [Save](#).

20.5 Specific Permissions

For use cases requiring access to replicated Payroll Results, you have to set up specific permissions in Employee Central.

Use Case	Configuration Steps
Employee Central Advanced Reporting	<ol style="list-style-type: none"> 1. Go to ► Admin Center ► Manage Permission Roles ►. 2. Choose ► Take Action ► Edit ► for the Permission Role of the employee you want to grant permission for. In the Permission Role Detail page, click the Permission ... button and select ► Payroll Integration Permission ► Employee Payroll Run Results ► View Current / View History ► and ► Employee Payroll Run Results Items ► View ►.
Pay Statement (Fiori-like)	<p>Users having access to payroll key figures need permissions to read their Payroll Run Results.</p> <ol style="list-style-type: none"> 1. Go to ► Admin Center ► Manage Permission Roles ►.

i Note

The Pay Statement (Fiori-like) integration will be deprecated in future. Please consider using Pay Statement (direct) instead. For the current status of the deprecation, refer to [Deprecation of Pay Statement \(Fiori-like\) Integration](#).

2. Choose ► [Take Action](#) ► [Edit](#) ► for the [Permission Role](#) of the employee you want to grant permission for. In the [Permission Role Detail](#) page, click the [Permission ...](#) button and select ► [Payroll Integration Permission](#) ► [Employee Payroll Run Results](#) ► [View Current / View History](#) ►.
3. Pay Statement (Fiori-like) with payroll key figures: Select ► [Payroll Integration Permission](#) ► [Employee Payroll Run Results](#) ► [View Current / View History](#) ► and ► [Employee Payroll Run Results Items](#) ► [View](#) ►.
4. In [Manage Permission Roles](#) click the respective ► [Permission Role](#) ► [Permission](#) ►. In ► [Permission Settings](#) ► [Manage Integration Tools](#) ► check [Allow Admin to Access OData API through Basic Authentication](#).
5. For getting the URL of the pay statement PDF select ► [Permission Settings](#) ► [Payroll Permissions](#) ► and check [Payroll Administration](#) or [Payroll Self Service](#).

20.6 Replicating Payroll Results

After all required configuration steps in Employee Central Payroll as well as in Employee Central have been set up, the payroll results have to be extracted and transferred from Employee Central Payroll to the Employee Central system.

Context

Depending on your reporting requirements in Employee Central and in order to get valid key figures, you must schedule this report to run as a batch at a regular interval or run it on-demand to find all pay statements. We recommend you defining variants with certain criteria that you require regularly for reports, such as period, payroll area, and subapplication.

i Note

If you use another payroll provider system than Employee Central Payroll make sure that your data is provided in CSV format. In Employee Central, you can download a CSV template. Therefore, go to [Admin Center](#) and enter [Import and Export Data](#) in the [Tools](#) search field. Select [Download Template](#) in the dropdown menu. In the [Select Generic Object](#) field, select Employee Payroll Run Results and download the template.

i Note

The standard replication report does not support custom fields.

Procedure

1. Open the report `RP_HRSFEC_ExportPayrollResults`.
2. Under *Period*, specify the relevant period or start and end dates.
3. Under *Selection Criteria*, specify the relevant organizational units that you would like to report upon in Employee Central. The organizational units should be for the same country that you have specified in the subapplication, which you select under *Options*.
4. Under *Options*, configure the export scope.
 - a. Select the subapplication for wage types that are to be exported.
 - b. Choose, if you want to export cumulated results, detailed results, or both. If you choose cumulated results, specify the cumulation type.
 - c. If a wage type replication is not required, leave the Subapplication for Wage Types field empty. All other fields in the option section are ignored then.
5. Under *Data Transfer* select, if you want to perform the data export automatically or manually:
 - a. If the data transfer should be run automatically, the payroll results are automatically imported to Employee Central. Select *Automated Transfer (oData)*.
 - b. If the data transfer should be done manually, choose if the file is to be exported locally or to an application server. If exporting locally, enter a prefix for the export file name and provide the path of the export target directory. If exporting to an application server, specify the logical file name and path.

If you schedule the report to run at regular intervals, choose application server as the target directory. You need a suitable authorization to be able to access the target directory.

Results

- If you have chosen automated data transfer: The payroll results are directly transferred into the respective MDF object of the corresponding Employee Central system.
- If you have chosen manual data transfer: The results are exported as CSV files in a ZIP file in the target directory.

Afterwards, you import the resulting ZIP file into Employee Central. Go to *Admin Center*. In the *Tools* search field, enter *Import and Export Data*. If you have exported many ZIP files, ensure that you import them in the correct order (oldest result first). Select then the created ZIP file as the import file.

i Note

In case you have created the CSV file from another payroll provider system than Employee Central Payroll, you can import the CSV file here as well.

Related Information

[Restrictions for Using Payroll Results \[page 896\]](#)

20.7 Restrictions for Using Payroll Results

In Employee Central Payroll there are some restrictions for specific use cases.

Use Case	Restrictions
General	<ul style="list-style-type: none">Extraction of more than 10-15 wage types per employee and payroll period is not supported. Detailed payroll and legal reporting has to be done in the Employee Central Payroll system.Variable assignment wage types aren't supported.
Employee Central Advanced Reporting	<ul style="list-style-type: none">The following scenarios are out of scope: Voids, reversals, off-cycle, and correction.
Fiori-like pay statement with Payroll key figures	<ul style="list-style-type: none">Only monetary wage types (amount and currency) are supported for Fiori-like pay statement with key figures.The following scenarios are out of scope: Voids and reversals, off-cycles, backdated payroll-related master data changes, which generate retro-calculations, payroll frequency changes within a payroll period, legal entity changes within a payroll period.
Fiori-like pay statement without Payroll key figures	<ul style="list-style-type: none">The following scenarios are out of scope: Voids and reversals, multiple off-cycle payments in combination with retro-calculation.

i Note

The Pay Statement (Fiori-like) integration will be deprecated in future. Please consider using Pay Statement (direct) instead. For the current status of the deprecation, refer to [Deprecation of Pay Statement \(Fiori-like\) Integration](#).

i Note

The Pay Statement (Fiori-like) integration will be deprecated in future. Please consider using Pay Statement (direct) instead. For the current status of the deprecation, refer to [Deprecation of Pay Statement \(Fiori-like\) Integration](#).

Related Information

[Overview of Use Cases for Payroll Results \[page 887\]](#)

21 Set up Single Sign-On and Log-Out Using SAML 2.0

Security Assertion Markup Language (SAML) version 2.0 is used to provide standard-based mechanisms for Single Sign-On (SSO) and Single Log-Out (SLO).

What Is SAML 2.0

In an SAML 2.0 landscape there are two main components:

1. An identity provider (IdP) that takes care of user (principal) authentication. We support the following identity providers:

- **SAP Cloud Identity Services - Identity Authentication (IAS-IdP)**

The options for setup are the following:

- Automated (recommended): [Automating SAP Cloud Identity Services - Identity Authentication for Employee Central Payroll Using SAP SuccessFactors Upgrade Center \[page 900\]](#)
- Manual: [SAP Cloud Identity Services - Identity Authentication for Employee Central Payroll Configuration Steps \[page 903\]](#)

→ Tip

If you're a new customer, we recommend that you configure SAP Cloud Identity Services - Identity Authentication.

- **SuccessFactors Identity provisioning (SF-IdP)**

The options for setup are the following:

- Automated (recommended): Your Employee Central Payroll system must be at support package 67 or greater of the EA-HRRXX software component version. For more information, refer to [Automating the SAML 2.0 Configuration for Employee Central Payroll \[page 916\]](#).
- Manual: In certain scenarios, you manually set up SAML 2.0. For more information, refer to [SAML 2.0: Configuration Steps \[page 918\]](#).

→ Remember

As a customer, you don't have access to Provisioning. To complete tasks in Provisioning, contact your implementation partner. If you're no longer working with an implementation partner, contact Product Support.

2. A service provider (SP) of any kind of service that needs authentication for users (principals) to access the offered services.

The IdP issues encrypted assertion tokens (SAML assertion) to the authenticated user. This SAML assertion is passed along with a service request to the service provider that executes the service without any further user authentication.

A prerequisite for SAML is that a common identifier is established for a user across different domains (identity federation). This identifier is called name identifier (NameID) by SAML standard.

The SSO (or SLO) can be initiated either by a service provider or an identity provider.

Identity Provider Initiated SSO

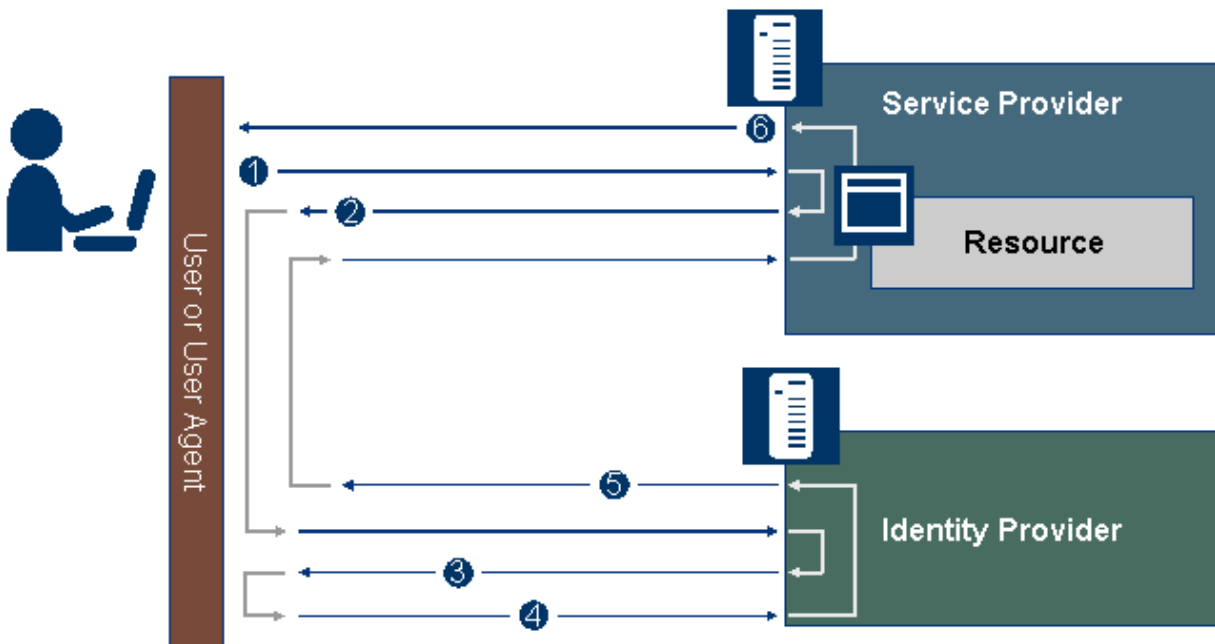
An (authenticated) user requests a target SP resource at the IdP. The IdP redirects the request along with a SAML assertion to the target SP resource.

Service Provider Initiated SSO

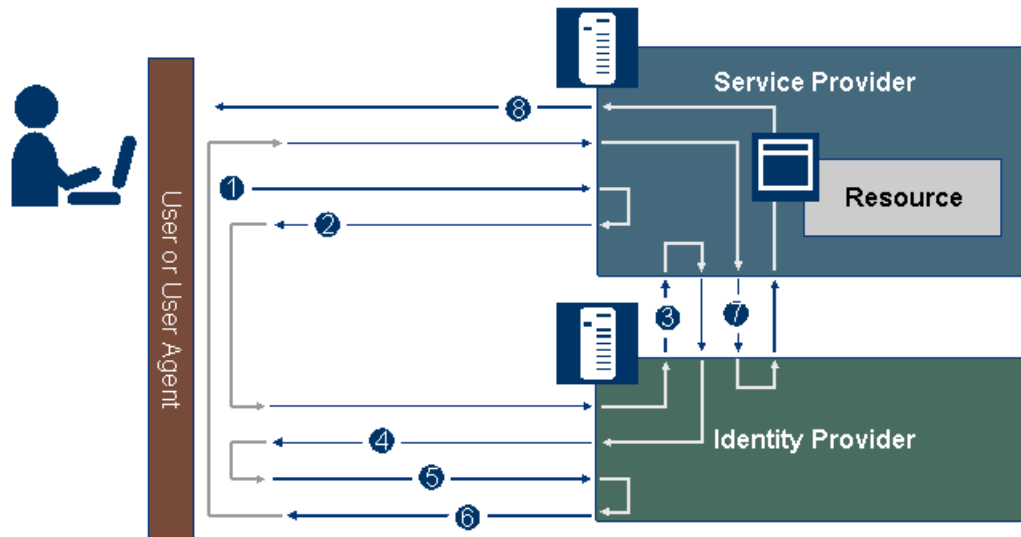
An (unauthenticated) user requests an SP resource. The SP (or more specifically: the assertion consumer service at the SP) redirects the requests to the IdP for a login. After the login, the IdP will initiate another redirect to the original SP resource along with a SAML assertion.

In addition to the exchange of SAML assertions between the IdP and an SP by HTTP front-channel communication, SAML provides an Artifact Resolution Protocol (back-channel communication). Here the SAML assertion is kept with the IdP and the IdP issues a SAML artifact that is exchanged with SPs. An SP would directly request its IdP to resolve a received artifact.

The following graphic shows a process flow of a service provider initiated SSO with HTTP redirects (front-channel communication):



The following graphic shows a process flow of a service provider initiated SSO with artefact resolution (back-channel communication):



21.1 Enabling SAP Cloud Identity Services - Identity Authentication for Employee Central Payroll

Learn the procedure to enable SAP Cloud Identity Services - Identity Authentication for Employee Central Payroll

Prerequisites

You've completed all of the implementation steps for Employee Central, as provided in the [Setting Up SuccessFactors with SAP Cloud Platform Identity Authentication Service](#) guide.

Context

SAP Cloud Identity Services - Identity Authentication is a public cloud service for secure authentication and single sign-on for SAP cloud and on-premise applications. It can act as an identity provider itself or be used as a proxy to integrate with an existing single sign-on infrastructure of a customer.

To enable Identity Authentication services for Employee Central Payroll, you can select one of the following options:

- Automation of SAP Cloud Identity Services - Identity Authentication for Employee Central Payroll Using SAP SuccessFactors Upgrade Center
- Manual configuration of SAP Cloud Identity Services - Identity Authentication for Employee Central Payroll

! Restriction

The Proxy now feature isn't supported when an administrator wants to access the Employee Self-Service Scenario (ESS) that is enabled for an employee in Employee Central. For more information about Proxy now, refer to [Proxy Management in Employee Central Payroll \[page 883\]](#).

i Note

If you use BSI TaxProfileFactory for U.S. Payroll with SuccessFactors Identity provider (SF-IdP), leave your existing integration settings with SF-IdP for BSI integrations intact since BSI doesn't support SAP Cloud Identity Services - Identity Authentication (IAS-IdP). This means that you don't remove the BSI-related entry from ► [Provisioning](#) ► [Service Provider Settings](#) ► [Authorized SP Assertion Consumer Service Settings](#) ►.

However, you can enable IAS for Employee Central Payroll.

→ Remember

As a customer, you don't have access to Provisioning. To complete tasks in Provisioning, contact your implementation partner or Account Executive. For any non-implementation tasks, contact Product Support.

21.1.1 Automating SAP Cloud Identity Services - Identity Authentication for Employee Central Payroll Using SAP SuccessFactors Upgrade Center

Prerequisites

This upgrade requires that your SAP SuccessFactors implementation is configured with the Identity Authentication Service.

Context

Employee Central Payroll systems are upgraded automatically with this process using SAP SuccessFactors [Upgrade Center](#).

The upgrade process is triggered in an asynchronous way and you don't need to wait for its completion. The status is updated when the process is completed.

You're allowed to select payroll system details from Employee Central and start the integration by providing the [Payroll system ID](#) and the [Client ID](#). Upgrading more than one payroll systems is also supported: You can upgrade one system after another.

21.1.1.1 Automation of SAP Cloud Identity Services - Identity Authentication for Employee Central Payroll Using SAP SuccessFactors Upgrade Center

The procedure has been automated and includes the following steps:

Prerequisites

Make some important initial settings:

- Enable Employee Central Payroll for Provisioning. As a customer, you don't have access to Command Center or Provisioning. To complete tasks in Command Center or Provisioning, contact your implementation partner or your Account Executive. For any non-implementation tasks, contact Product Support.
- SuccessFactors is already integrated with Identity Authentication Services.
- Set up the *SAP System Configuration* as described in [Configuring SAP Payroll Systems \[page 42\]](#)
- Set up the payroll system configuration for your SAP payroll system as described in [Setting Up System Configuration \[page 45\]](#)
- Enable the role-based permission for the *Payroll Identity Authentication Integration Status* MDF object.

Procedure

1. Go to the *Admin Center* choose *Upgrade Center* and Employee Central Payroll from the dropdown *Filter by*.
2. Choose *Select Learn More & upgrade now* under *Enabling SAP Cloud Identity Services - Identity Authentication for Employee Central Payroll*.
3. Choose *Upgrade Now* in the *Upgrade Center* screen.

⚠ Caution

You aren't allowed to upgrade if a payroll system upgrade is already in process. It isn't possible to select *Upgrade Now*.

4. Select the SAP payroll system you want to upgrade from the dropdown list.

i Note

Switch SFEC IAS is automatically enabled. There's no need to enable it manually.

Switch SFEC IAS

5. Select *Submit*.
6. Choose *Yes* to confirm the upgrade to *SAP Cloud Identity Services - SAP Identity Authentication for Employee Central Payroll*.

You received a *Congratulations* popup telling you that the integration automation process is initiated in the background and that it can take 5 minutes. Once the upgrade is completed, the status is updated in the *Payroll Identity Authentication Integration Status* MDF object.

Results

In the [View Recently Completed Upgrades](#), you can display the integration process that was recently initiated.

In ► [Admin Center](#) ► [Manage Data](#) ►, check if a new system is available in the dropdown of the [Payroll Identity Authentication Integration Status](#) field.

You can also check the status of the upgraded payroll system. Once the integration of the automation process is completed, the status is updated in the [Payroll Identity Authentication Integration Status](#) MDF object as follows:

- **Timeout:** The upgrade process isn't finished within 2 hours.
- **Failed:** The upgrade process has either a timeout or an error.
If the upgrade ends with an error or a timeout, select the relevant system again and [Retry Upgrade now](#).
The status is then updated in the MDF object accordingly. Follow the same procedure to upgrade the second and following systems. A new [Payroll Identity Authentication Integration Status](#) MDF object is created for each system that includes the [Service execution ID](#) status along with the payroll System ID and Client ID.
- **Successful:** The upgrade process is successful for all systems.

i Note

When upgrading multiple systems, the status [Feature disabled](#) is displayed, which means that the overall upgrade status is disabled. However, you can upgrade the following systems one by one. Once all systems have been upgraded, the overall status is set to [Successful](#).

21.1.1.2 Troubleshooting

Let's check the most common errors and how to solve them.

Error	Solution
The Upgrade option isn't available in the Updgrade Center .	Go to the View Recently Completed Upgrades section and check whether the Employee Central Payroll system isn't enabled from provisioning or another system has been already upgraded recently and is still in progress.
No SAP payroll systems are displayed in the popup after selecting Upgrade now .	It can be caused by the following: <ul style="list-style-type: none">• The System Id is missing in the SAP system configuration.• No Payroll System Configuration refers to the SAP System configuration.• The system is already upgraded.
Error when upgrading an SAP payroll system	SAP Identity Authentication isn't enabled from provisioning of the relevant Employee Central tenant: Go to ► Provisioning ► Single Sign-On (SSO) Settings ► SAML V2: SAP Identity Authentication Integration ► and activate the Select Checkbox if this Assertion Party is connected to SAP Identity Authentication .

Error	Solution
The upgrade process is stuck <i>In progress</i> for more than time out period (2 hours).	Check if the async job isn't initiated from provisioning.
Upgrade failed with error	Open a ticket to Payroll Operations (LOD-EC-GCP-PY-OPS) and provide the following details: <i>Process ID</i> , error details from the MDF object (Payroll Identity Authentication Status).
Upgrade timeout	Open a ticket to Payroll operations (LOD-EC-GCP-PY-OPS) as there can be an issue in the SPC process. Provide the details of the <i>Process ID</i> and <i>Service Execution Id</i> .

21.1.2 SAP Cloud Identity Services - Identity Authentication for Employee Central Payroll Configuration Steps

Learn the procedure to enable SAP Cloud Identity Services - Identity Authentication for Employee Central Payroll

Context

SAP Cloud Identity Services - Identity Authentication is a public cloud service for secure authentication and single sign-on for SAP cloud and on-premise applications. It can act as an identity provider itself or be used as a proxy to integrate with an existing single sign-on infrastructure of a customer.

To enable Identity Authentication services for Employee Central Payroll, a number of procedures must be performed.

! Restriction

The Proxy now feature isn't supported when an administrator wants to access the Employee Self-Service Scenario (ESS) that is enabled for an employee in Employee Central. For more information about Proxy now, refer to [Proxy Management in Employee Central Payroll \[page 883\]](#).

i Note

If you use BSI TaxProfileFactory for U.S. Payroll with SuccessFactors Identity provider (SF-IdP), leave your existing integration settings with SF-IdP for BSI integrations intact since BSI doesn't support SAP Cloud Identity Services - Identity Authentication (IAS-IdP). This means that you don't remove the BSI-related entry from ► [Provisioning](#) ► [Service Provider Settings](#) ► [Authorized SP Assertion Consumer Service Settings](#) ►.

However, you can enable IAS for Employee Central Payroll.

→ Remember

As a customer, you don't have access to Provisioning. To complete tasks in Provisioning, contact your implementation partner or Account Executive. For any non-implementation tasks, contact Product Support.

Prerequisites

You've completed all of the implementation steps for Employee Central, as provided in the [Setting Up SuccessFactors with SAP Cloud Platform Identity Authentication Service](#) guide.

The following describes step by step the configuration to enable Identity Authentication Services for Employee Central Payroll:

21.1.2.1 Configuring SAP Cloud Identity Services - Identity Provisioning Systems for Employee Central Payroll

Changes are made to the source systems and target systems area of the Identity Provisioning service.

Context

The Identity Provisioning Service (IPS) allows you to manage the transfer of user data from source systems (SAP SuccessFactors) to target systems (Identity Authentication service). You can use this service to define how your data is read from the Identity Provisioning Service into the Identity Authentication service.

By default, a Person globally unique identifier (GUID) isn't replicated into the Identity Authentication target system. To allow the Person GUID to be enabled between Employee Central Payroll and Identity Authentication, the following transformation changes are needed.

Procedure

1. Log on to your [Identity Provisioning Service](#) system.
2. **For existing SAP Cloud Identity services, Identity Authentication setup before April 2020.** Go to ► [SAP CP Identity Provisioning Service](#) ► [Administration](#) ► [Source Systems](#) ► and select your SAP SuccessFactors configuration. Then choose the [Pencil \(Edit\)](#) icon on the top right corner of the list and then choose the [Reset](#) button in the bottom of the list view and [Execute](#).

Caution

For systems setup before April 2020, a reset is needed to keep your user data in the target systems.

A `Source system reset` confirmation message is shown for the successful operation

3. Go to ► [SAP CP Identity Provisioning Service](#) ► [Administration](#) ► [Source Systems](#) ► your identity authentication configuration.
4. Go to the [Transformation](#) tab.
5. Edit the [Identity Authentication Transformation.json](#).

i Note

Any customizations in the transformation for your specific sync purposes must be applied on top of the default transformation. Ensure that you do NOT have the following condition between the *user* and *mappings* elements for *condition*:

```
"!($.usersSysIdOfSecondaryAssignmentsItemNav.results.length() > 0)".
```

Starting with

Sample Code

```
{
  "user": {
    "mappings": [
      { ...
```

Ensure that the following elements are with these values and that the source transformation looks like the following code for new and existing customers.

Sample Code

```
{
  "sourcePath": "$.personKeyNav.perPersonUuid",
  "targetPath": "$.id",
  "targetVariable": "entityIdSourceSystem"
},
{
  "constant": false,
  "targetPath": "$.active"
},
{
  "condition": "$.personKeyNav.userAccountNav.accountStatus == 'ACTIVE'",
  "constant": true,
  "targetPath": "$.active"
},
{
  "sourcePath": "$.personKeyNav.userAccountNav.username",
  "targetPath": "$.userName"
},
...
{
  "constant": "urn:ietf:params:scim:schemas:core:2.0:User",
  "targetPath": "$.schemas[0]"
},
{
  "constant": "urn:sap:cloud:scim:schemas:extension:sfsf:2.0:User",
  "targetPath": "$.schemas[1]"
},
{
  "constant": "urn:ietf:params:scim:schemas:extension:enterprise:2.0:User",
  "targetPath": "$.schemas[2]"
},
{
  "sourcePath": "$.personKeyNav.perPersonUuid",
  "targetPath": "$['urn:sap:cloud:scim:schemas:extension:sfsf:2.0:User']"
  [ 'personGUID' ]"
},
```

6. Choose [Save](#).

7. Switch to the [Target System](#) icon on the left column and select your Identity Authentication configuration.
8. Go to [Properties](#) tab and ensure that the following properties have these values:

Property Name	Values
Name	scim.user.unique.attribute
Value	userName

9. Go to the [Transformation](#) tab.
10. [Edit](#) the [Identity Authentication Transformation.json](#).
11. Locate the following code in the file.

The following is just a fragment of the default transformation. If you have added customizations for additional attributes, please apply your customizations on top of these default transformations.

Source Code

```
... {
  "sourcePath": "${'urn:sap:cloud:scim:schemas:extension:sfsf:2.0:User'}
['userId']", "optional": true,
  "targetPath": "${'urn:sap:cloud:scim:schemas:extension:custom:2.0:User'}
['attributes'][0]['value']"
},
{
  "condition": "${'urn:sap:cloud:scim:schemas:extension:sfsf:2.0:User'}
['userId'] EMPTY false",
  "constant": "customAttribute1",
  "targetPath": "${'urn:sap:cloud:scim:schemas:extension:custom:2.0:User'}
['attributes'][0]['name']"
},
}
```

12. Replace the code with the following:

Sample Code

```
{
  "sourcePath": "${'urn:sap:cloud:scim:schemas:extension:sfsf:2.0:User'}
['personGUID']", "optional": true,
  "targetPath": "${'urn:sap:cloud:scim:schemas:extension:custom:2.0:User'}
['attributes'][0]['value']"
},
{
  "condition": "${'urn:sap:cloud:scim:schemas:extension:sfsf:2.0:User'}
['personGUID'] EMPTY false",
  "constant": "customAttribute1",
  "targetPath": "${'urn:sap:cloud:scim:schemas:extension:custom:2.0:User'}
['attributes'][0]['name']"
},
}
```

13. Choose [Save](#).
14. Start [Resync](#).
15. Switch to the [Source System](#) icon on the left column and select your Identity Authentication configuration.
16. Go to the [Properties](#) tab.
17. Verify that the following properties are configured with these values:

Properties	Values
sf.user.attributes	userId
	username
	status
	email
	lastName
	firstName
	lastModifiedDateTime
	personKeyNav

If you have explicitly added attributes used for your specific requirements – combine your customization with the default list of attributes

Properties	Values
sf.user.attributes.expand	personKeyNav
	personKeyNav/userAccountNav
sf.user.filter	status in 'active'
	username in 'sf_username1_placeholder', 'sf_username2_placeholder'

If you already have your custom filter, combine your customizations with the default value. Ensure that you sync only users with [active](#) status (without 'active_external' and 'active_external_suite'). The default filter value contains an initial part and username (in 'sf_username1_placeholder', 'sf_username2_placeholder'), that helps you test the user provisioning for just a few users. You substitute the username_placeholders with usernames from your SAP SuccessFactors system. When you ensure that the user provisioning is working correctly, you have to remove this part of the filter, so only the active status remains to sync all the users.

Next Steps

Go to a User Profile. In the [User Details](#), verify that the Person GUID synced to the [Custom Attribute 1](#) field under [Custom Attributes](#).

21.1.2.2 Creating a Local Service Provider for SAML in Employee Central Payroll

Context

A local service provider connection in Employee Central Payroll must be available for SAML integration. With these steps, you create the local service provider. After creating, you download the local service provider configuration as an XML file.

→ Tip

If you're a productive Employee Central Payroll customer who has already configured the local service provider, go directly to steps 6, 7 and 8 of the procedure.

Procedure

1. Log on to Employee Central Payroll.
2. Enter transaction **SAML2**.

A browser window is shown.

3. Log on to browser.

SAML 2.0 Configuration Client <client #> is not configured to support SAML 2.0 view is shown. A local service provider hasn't been created.

4. Choose the *Enable SAML 2.0 Support* button on that view.

A *Create SAML 2.0 Local Provider* wizard is shown.

5. Configure the wizard using the default settings and choose *Finish*.

A *SAML 2.0 Configuration Client <client #>* view is shown.

6. On that view, from the *Local Provider* tab and choose *Metadata*.
7. On the *SAML 2.0 Metadata* dialog box, select all three choices: *Service Provider*, *Application Service Provider*, and *Security Token Service*.
8. Choose *Download Metadata*.

i Note

This metadata file is used for configuring Employee Central Payroll as application in the Identity Authentication service in the next procedure.

Results

The created XML file that contains the Assertion Consumer Service endpoint URL and Logout Service Endpoint URL.

21.1.2.3 Adding Trusted Provider to Employee Central Payroll for IAS

For services using Identity Authentication, you specify that an internet user is authenticated.

Prerequisites

You have metadata files from Identity Provider and SAML 2.0 Configuration.

Context

For SAML 2.0 configuration using Identity Authentication integration, the internet user is selected for [Services](#).

Procedure

1. Log on to Employee Central Payroll
2. Enter transaction **SAML2** .

A browser is shown.

3. Log on to browser.
4. Select the [Trusted Providers](#) tab.
5. Select a row for the trusted provider name that you previously created.
6. Select ► [Add](#) ► [Upload Metadata File](#) ►.

A [SAML 2.0 Configuration](#) dialog box is shown.

7. For [Metadata File](#), select [Choose File](#) and go to the location of the metadata file you created for SAML 2.0 in a previous step and add.
8. Choose [Next](#).
9. Under [Upload from File](#), select [Choose File](#) to go to the location of the signing certificate file that you previously created in the Identity Provider and add.
10. The following sequence is along the tab details of the identity provider registration. Go to the [Endpoints](#) tab and in the Binding column choose [HTTP POST](#).

11. Go to the [Signature and Encryption](#) tab, keep the default values and push the [Next](#) button.
12. Go to the [Authentication Requirements](#) tab and make sure that you have selected [Application URL](#) as the [Authentication Response – Assertion Consumer Service](#) and the [HTTP POST](#) for binding.
13. Continue using the default values and at the last step choose [Finish](#).

21.1.2.4 Changing Trusted Provider Identity Authentication in SAML to Log on Alias

When you make changes to the configuration of a trusted provider, you must update the configuration of the trust relationship to match.

Prerequisites

You've created a SAML 2.0 Local Provider and have downloaded the IDP metadata. You've created a Trusted Provider.

Context

For alias authentication using SAML 2.0 with Employee Central Payroll, you must use the Logon Alias.

Procedure

1. Log on to Employee Central Payroll
2. Enter the transaction [SAML2](#).
A SAML browser is shown.
3. Log on to the SAML browser.
4. Select [Trusted Providers](#) tab and choose [Edit](#).
5. On [Show](#), select [Identity Providers](#)
6. On the [Details of Identity Providers](#), choose the [Identity Federation](#) tab.
7. Select [Add](#) and choose [Unspecified](#) under [Supported NameID Formats](#).
8. On the [Details of NameID Format "Unspecified"](#) and the [User ID-Mapping Mode](#) field, choose [Logon Alias](#).
9. And [Allow identity provider to create NameID](#): [NO](#)
10. Choose [Save](#).
11. Select [Enable](#) to enable the Identity Providers you've added.

21.1.2.5 Establishing an Identity Federation Across Identity Authentication and Employee Central Payroll

You designate that an internet user for logon authentication to allow identity attributes to be shared.

Context

For Identity Authentication Integration with Employee Central Payroll, following applications:

- PAYSZIP
- HRPAO_PAOM_MASTERDATA
- NWBC

Are configured to use a logon of Internet User (also known as alias). This configuration is necessary because Person GUID is used as alias for *User ID* in Employee Central Payroll. It's also used for authentication between Identity Authentication and Employee Central Payroll.

Procedure

1. Log on to Employee Central Payroll
2. Enter the transaction **SICF**
3. Provide *Service* name: PAYSZIP and apply.

Note that you follow the same instructions for application HRPAO_PAOM_MASTERDATA and NWBC.

4. Double-click *Payslip Service* and go to the *Logon data* tab.
5. Choose the *Edit* button.
6. Change the *Procedure* to '*Alternative Logon Procedure*' .
7. Under *Authentication*, select *Internet User*.
8. Choose *Save*.

i Note

Under *Logon Procedure*, If you want to only enforce authentication with SAML, remove all other logon procedures, except for SAML.

21.1.2.6 Enabling the Integration with SAP Cloud Platform Identity Authentication Services Integration (IAS)

How to activate the switch IAS in the Employee Central Payroll system. This procedure doesn't apply to the automated process.

Procedure

1. In the Employee Central Payroll system, go to the T77S0 table by specifying transaction SM30.
2. Select *Position* then enter *SFEC* in the *Group Name* field and *IAS* in the *Semantic abbr.* field.
3. Activate the switch by selecting *X* from the dropdown list of the *Value abbr.* field.
4. Save your settings.

Results

SAP Cloud Platform Identity Authentication Services integration (IAS) is enabled for SAML authentication used for services like pay statement, Mashup screens.

Related Information

[Using the User Creation Report \[page 77\]](#)

21.1.2.7 Configuring Employee Central Payroll as an Application in Identity Authentication

You complete Identity Authentication configurations where Employee Central Payroll is added as a Service Provider under the application

Context

Identity Authentication service provides identity management for applications. You configure the Identity Authentication service to be an identity provider for Employee Central Payroll.

Procedure

1. Log on to your Identity Authentication service system.
2. Go to ► [Applications & Resources](#) ► [Application](#) ►.
3. Choose [Add](#) to create a new application.
4. Enter name of the application for adding Employee Central Payroll, for example, **SYSTEMID_CLIENT**. Choose Type **SAP SuccessFactors Solution** and choose [Save](#).
5. Go to ► [Newly created Application](#) ► [Trust](#) ► [SAML 2.0 Configuration](#) ►.
6. Under the [Define Metadata](#) section, import the metadata file you previously created.
7. After import, all fields will be filled with values based on metadata file.
8. Choose [Save](#).
9. Go back to [Subject Name Identifier](#) (► [Application](#) ► [Trust](#) ► [Subject Name Identifier](#) ►).
10. Select [Advanced configuration](#).
11. Verify that the [Dynamic subject name identifier value](#) field, the value is `${customAttribute1}`.

i Note

This value of the custom attribute field, where Person GUID is replicated in Identity Authentication, could be any custom field based on your configuration.

12. Choose [Save](#).

21.1.2.8 Running a Utility Report for Migrating Users to Identity Authentication Services

This migration is recommended only for existing customers who were using SAP SuccessFactors Identity Provider (IDP). When you want to migrate to SAP Cloud Identity, Identity Authentication services as the identity provider system for using SAML authentication.

Prerequisites

You have generated user profiles using user creation report HRSFEC_ESS_USER_UPDATE.

Context

This report updates the user ID with the Person globally unique identifier (GUID) in the [Alias](#) field for existing users in Employee Central Payroll. These are associated with the Communication (IT0105) infotype, subtype System user name (usually 0001) of a PERNR. This report reads all active users associated with PERNRs in the system as on date and updates the alias.

You use this report for existing users that you want to use Identity Authentication services as an identity provider where person GUID will be the unique identifier for authentication. This report can be executed for all active employees or for a selection of employees.

This migration report is intended to run onetime for customers migrating to SAP Cloud Identity, Identity Authentication services integration.

Procedure

1. Log on to Employee Central Payroll.
2. Enter transaction **SE38/SA38**.
3. On the *Program* field, enter **RP_HRSFEC_IAS_USER_ALIAS_UPD**.
4. Choose *Execute*.

i Note

By default, the report is run in a test mode and no users are updated. Turn off the test mode by deselecting the *Test run* flag.

5. Select the *Update Alias for User ID created for the first active Employment* checkbox, when multiple user IDs are found for a single person.

The report doesn't update the Person GUID as alias when multiple User IDs exist. In this scenario, the system can't automatically determine a User for which alias has to be updated or default an alias for a single User ID. Selecting the checkbox allows that the alias is updated for the *First Employment* with an active user ID.

6. Choose *Execute*.

Results

When the report is run in productive mode, the output provides information about successful and unsuccessful updates of users.

21.1.2.9 Enforcing WebGUI Logon Using IAS Authentication and Enabling Two Factor Authentication

To enforce SAP WebGUI logon only using IAS Authentication, follow this procedure:

Procedure

1. Log on to Employee Central Payroll

2. Enter the transaction SICF.
3. Provide service path: /default_host/sap/bc/gui/sap/its/WEBGUI and apply.
4. Double click on [WEBGUI Service](#) and navigate to [Logon data](#) tab
5. Select Edit.
6. Change the procedure to [Alternative Logon Procedure](#).
7. In [Authentication](#), select [Internet User](#).
8. In [Logon Procedure List](#), remove all logon procedures and keep only SAML as logon procedure
9. Save your settings.
10. Enable the two factor authentication for Web GUI access. Please follow the procedure described in [Two-Factor Authentication](#).

Related Information

[Two-Factor Authentication](#)

21.2 Exporting Identity Provider (IDP) Metadata File from Identity Authentication

Context

The metadata XML file of the Identity Provider (IDP), contains all relevant information needed for establishing a trust with a service provider or application. You download the Identity Authentication metadata XML file to use with additional configuration steps. This metadata file is used for configuring SAML in Employee Central Payroll and for configuring SAP Cloud Identity services, Identity Authentication as an identity trusted provider.

Procedure

1. Log on to your Identity Authentication service system.
2. Go to ► [Applications & Resources](#) ► [Tenant Settings](#) ► [SAML 2.0 Configuration](#) ►.
3. At the bottom of the view, choose [Download Metadata File](#).
4. Save the metadata file locally on your PC.
5. Copy the signing certificate into a text editor.
6. Add -----BEGIN CERTIFICATE----- at the beginning of the file and -----END CERTIFICATE----- at the end of the file.

7. Save the file as a .cer format.

21.3 SuccessFactors Identity provisioning (SF-IdP for Employee Central Payroll)

Learn how to set up SAML 2.0 for Employee Central Payroll

You have the following options to set up SuccessFactors Identity provisioning (SF-IdP):

- Automated (recommended): Your Employee Central Payroll system must be at support package 67 or greater of the EA-HRRXX software component version. For more information, refer to [Automating the SAML 2.0 Configuration for Employee Central Payroll \[page 916\]](#).
- Manual: In certain scenarios, you manually set up SAML 2.0. For more information, refer to [SAML 2.0: Configuration Steps \[page 918\]](#).

21.3.1 Automating the SAML 2.0 Configuration for Employee Central Payroll

Set up the automated option for SAML 2.0 for Employee Central Payroll.

Prerequisites

You must be at support package 67 or greater, of the EA-HRRXX software component version is installed in your Employee Central Payroll system.

Context

The following configuration takes place in Provisioning.

→ Remember

As a customer, you don't have access to Provisioning. To complete tasks in Provisioning, contact your implementation partner or Account Executive. For any non-implementation tasks, contact Product Support.

Procedure

1. Sign on to Employee Central Payroll and transaction SE38, go to the RP_HRSFEC_SAML_CONFIG report.

2. Select one of the following option to configure identity provider (IDP):
 - [Configure IDP Via SF Instance](#): Enter *Host Address* and *Company Instance*.
 - [Configure IDP Via Metadata XML](#): To upload the metadata XML click on [Upload Metadata from PC](#).

i Note

Keep the metadata XML ready before choosing this option. For more information, see the [Getting SuccessFactors HCM Suite IDP ready for SAML 2.0](#) document.

3. Choose [Logon Types for Unspecified ID](#) and select either:

Selection	Comment
Logon ID	When the user ID are the same for Employee Central and Employee Central Payroll.
Logon Alias	When the user ID is different and mapped to an alias for Employee Central and Employee Central Payroll.

i Note

The user ID is replicated from the SAP SuccessFactors HCM Suite to Employee Central Payroll. In Employee Central Payroll, it is stored in the Communication (0105) infotype (in the SystemID field of the Employee Central User ID (ECUS) subtype).

The output of the report is configured with the following URL:

Identity Provider URL	https://<your IP URL>
Assertion Consumer Service	http://<your specific URL>/saml2/sp/slo/<client_ID>
Logout URL	http://<your specific URL>/saml2/sp/slo/<client_ID>

4. Sign on to Provisioning and select your company ID.
[Assertion Consumer Service](#) and [Logout URL](#) are used to configure the consumer service settings for the company ID.
5. Under [Service Provider Settings](#), choose [Authorized SP Assertion Consumer Service Settings](#).

- Enter the URLs for the *Assertion Consumer Service* and *Logout URL* fields, as illustrated in the following image.

Authorized SP Assertion Consumer Service Settings						
Authorized Service Provider Assertion Consumer Services	Assertion Consumer Service	Logout URL	Audience URI	SP Mapping Key	Prevent Proxy User	Use Email Assertion
	<input type="text" value="https://"/>	<input type="text" value="https://"/>	<input type="text"/>	<input type="text" value="sapSI"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="text" value="https://"/>	<input type="text" value="https://"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Add another Service Provider ACS						

- Sign on to Employee Central Payroll and go to transaction SICF.
 - Choose **F8**.
 - Activate the following services:


```
/default_host/sap/public/bc/sec/saml2
```

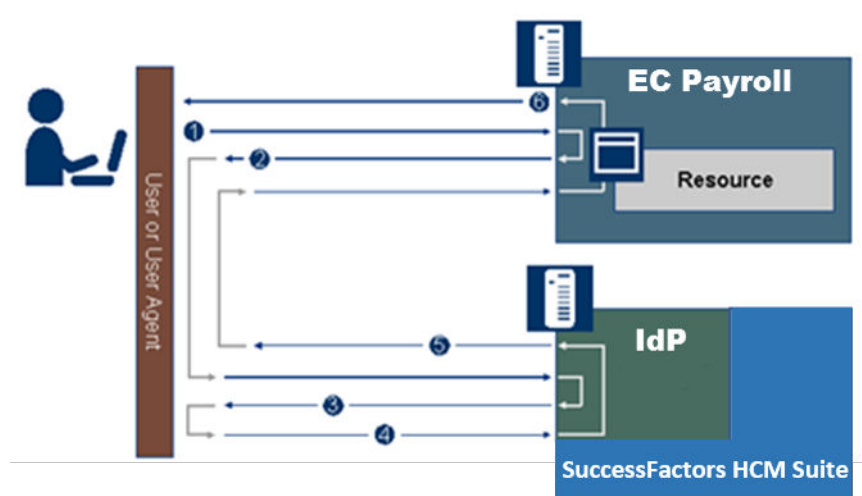
```
/default_host/sap/public/bc/sec/cdc_ext_service
```
 - Enable Secure Communication by going to transaction SICF_SESSIONS and verify that *Security Session Management* is enabled.
- See [SAP Help Portal](#) for a more detailed description.

Next Steps

Proceed to the Identity Federation topics and Browser and Mobile Settings topics.

21.3.2 SAML 2.0: Configuration Steps

Find out how to set up an SAML 2.0 environment for a simplified yet typical Employee Central Payroll system landscape.



For this example, the SuccessFactors HCM Suite built in identity provider is used as the IDP. The SuccessFactors HCM Suite (including Employee Central) and Employee Central Payroll are service providers. In this case, Employee Central does not require any further SAML configuration, but the IDP and Employee Central Payroll need to be configured in order to establish the trust between the systems.

21.3.2.1 Getting Employee Central Payroll ready for SAML 2.0

Get your Employee Central Payroll system ready for SAML 2.0.

Procedure

1. Create the SAML 2.0 Local Provider.
 - a. Go to transaction [SAML2](#).
 - b. Click the [Enable SAML 2.0 Support](#) button. Select the [Create SAML 2.0 Local Provider](#) option from the dropdown list.
 - c. In the [Provider Name](#) field, enter the system name and the selected client.
 - d. On the [Service Provider Settings](#) screen, select [Automatic](#) as [Selection mode](#) for the [Identity Provider Discovery: Common Domain Cookie \(CDC\)](#).

The screenshot shows the 'SAML 2.0 Local Provider Configuration' window with three steps: 1. Initial Settings, 2. General Settings, and 3. Service Provider Settings. The 'Service Provider Settings' step is active. It includes sections for 'Identity Provider Discovery: Common Domain Cookie (CDC)' with a 'Selection Mode' dropdown set to 'Automatic', 'Miscellaneous' with an 'Affiliation Name' field, 'Assertion Consumer Service' with supported bindings (HTTP POST, HTTP Artifact, PAOS), 'Single Logout Service' with supported bindings (HTTP Redirect, HTTP POST, HTTP Artifact, SOAP), and 'Artifact Resolution Service' with a 'Mode' dropdown set to 'Enabled' and an 'Artifact Validity Period' of 60 seconds. Navigation buttons at the bottom include '< Previous', 'Next >', 'Finish', and 'Cancel'.

- e. Click [Finish](#). The service provider is enabled.

The screenshot shows the 'SAML 2.0 Configuration of ABAP System' window with tabs for 'Local Provider', 'Trusted Providers', 'Policies', and 'Name ID Management'. The 'Local Provider' tab is active. It includes buttons for 'Edit', 'Save', 'Cancel', 'Disable', 'Metadata', 'Delete Configuration', and 'Export Configuration'. The 'Provider Name' field is empty, 'Operation Mode' is 'Service Provider', and 'Status' is 'Enabled'. Below are tabs for 'General Settings', 'Authentication Contexts', and 'Service Provider Settings'. The 'General Settings' tab is active, showing 'Signature and Encryption' with 'Signing Keypair' and 'Encryption Keypair' fields, both containing the same certificate information. There are 'Details' buttons for each keypair. Below these are checkboxes for 'Include Certificate in Signature' (unchecked) and 'Sign Metadata' (checked). The 'Miscellaneous' section has a 'Clock Skew Tolerance' field set to 120 seconds.

2. Activate SAML2 services in Employee Central Payroll:
 - a. Go to transaction [SICF](#).

b. Press **F8**:

Maintain Services

Filter for Calling ICF Hierarchy

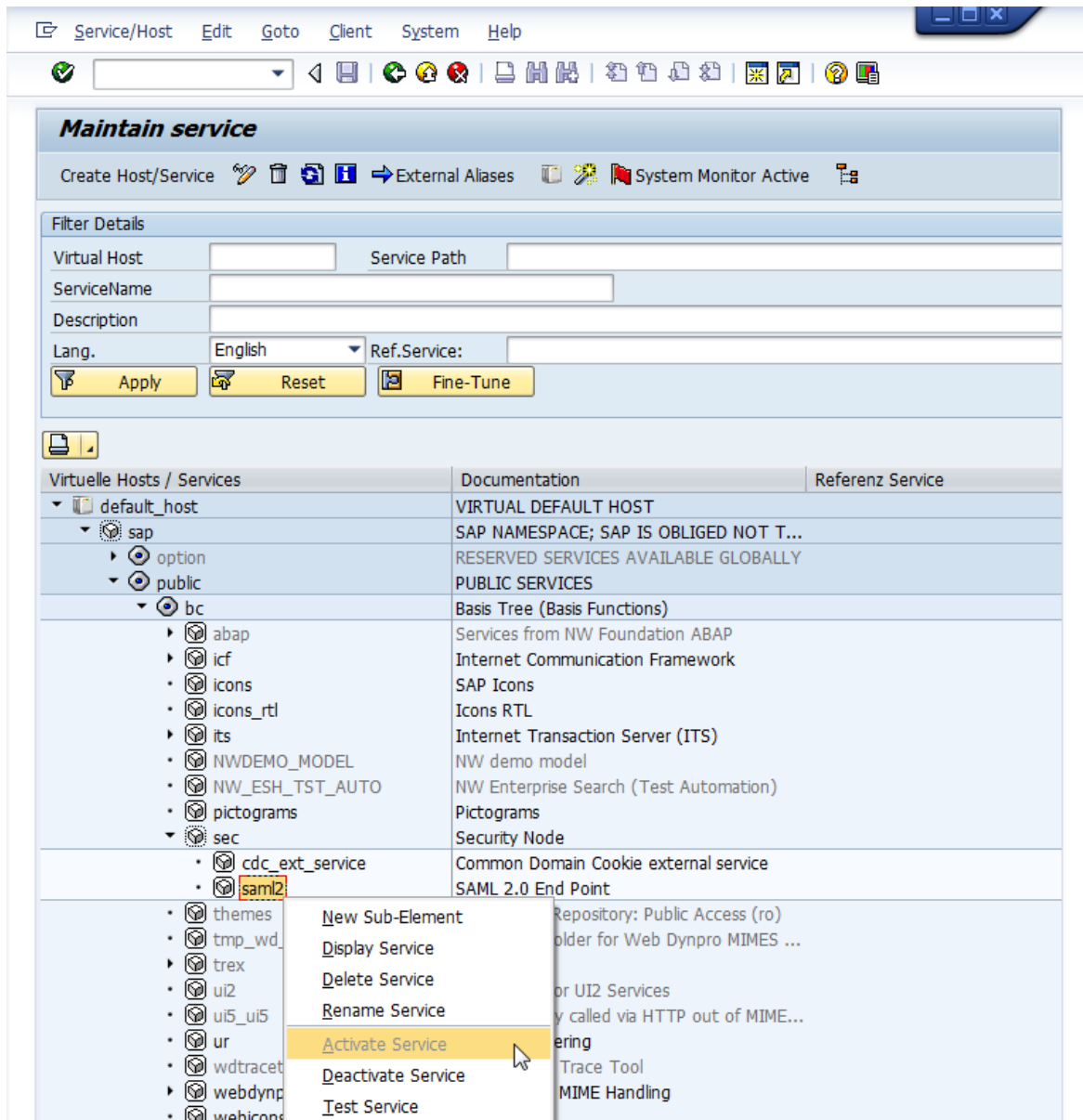
Hierarchy Type	SERVICE
Virtual Host	
Service Path	
Service Name	
Reference Service	
Description	
Language	English

Filter for Detail Information

Created By		
Created On		to
Last Changed By		
Changed On		to

c. Activate these services:

- /default_host/sap/public/bc/sec/saml2
- /default_host/sap/public/bc/sec/cdc_ext_service



3. Enable Secure Communication.

- a. Check in transaction SICF_SESSIONS if *Security Session Management* is enabled. See [SAP Help Portal](#) for a more detailed description.

Get the SuccessFactors HCM Suite IDP ready for SAML 2.0.

Prerequisites

You have access to Provisioning.

→ Remember

As a customer, you don't have access to Provisioning. To complete tasks in Provisioning, contact your implementation partner or Account Executive. For any non-implementation tasks, contact Product Support.

Procedure

1. Download the SAML metadata from Employee Central Payroll:
 - a. Go to transaction SAML2
 - b. Go to tab *Local Provider* and choose *Metadata*:

SAML 2.0 Configuration of ABAP System

Local Provider

Trusted Providers

Policies

Name ID Management

Edit

Save

Cancel

Disable

Metadata

Delete Configuration

Export Configuration

Provider Name:

Operation Mode:

Service Provider

Status:

Enabled

General Settings

Authentication Contexts

Service Provider Settings

Signature and Encryption

Signing Keypair:

Details

Encryption Keypair:

Details

☐ Include Certificate in Signature

☒ Sign Metadata

Miscellaneous

Clock Skew Tolerance:

120

Seconds

- c. Download the SAML metadata to a file.

```
</ds:X509Data>
</ds:KeyInfo>
</mi:KeyDescriptor>
<mi:KeyDescriptor use="encryption">
  <ds:KeyInfo xmlns:ds="http://www.w3.org/2000/09/xmldsig#">
    <ds:X509Data>
      <ds:X509Certificate>MIICVCCAB4CByATAgUHOVIwQYJKoZIhvcNAQEFBQAwDEIhMAkGALUEBHMCRFUXHDAAgBqNVBAoT
...
UHu3+H2FmiFy4JM77kM6v2eC2TPXJ6z/yrn3CRyG=</ds:X509Certificate>
    </ds:X509Data>
  </ds:KeyInfo>
</mi:KeyDescriptor>
<inc:SingleLogoutService Binding="urn:oasis:names:tg:SAML:2.0:bindings:HTTP-POST" Location="https://
...
<inc:SingleLogoutService Binding="urn:oasis:names:tg:SAML:2.0:bindings:SOAP" Location="https://
...
<inc:AssertionConsumerService Binding="urn:oasis:names:tg:SAML:2.0:bindings:HTTP-POST" Location="https://
...
<inc:AssertionConsumerService Binding="urn:oasis:names:tg:SAML:2.0:bindings:PAOS" Location="https://
...
</m:SPSSODescriptor>
```

2. Enter the Assertion Consumer Service and Single Log-out Service URLs in the IDP configuration in Provisioning. Go to ► [SuccessFactors Provisioning](#) ► [Authorized SP Assertion Consumer Service Settings](#) ►. Then, enter the highlighted URLs to the [Assertion Consumer Service](#) column and [Logout URL](#). Select the [Application Name](#) as [EC Payroll](#) and make sure that the [SHA-256 Certificate](#) field is checked.

21.3.2.3 Configuring the Employee Central Payroll Service Provider SAML 2.0

Find out how to configure the Employee Central Payroll Service Provider SAML 2.0.

Prerequisites

Make sure that you have created your SAML 2.0 Local Provider and have downloaded the IDP metadata as described in [Getting SuccessFactors HCM Suite IDP ready for SAML 2.0 \[page 922\]](#) .

Procedure

1. Start the transaction SAML2 in the corresponding tenant (Assuming the Local Provider mode is already set up based on default values).
2. Select [Trusted Providers](#) tab and upload the IDP metadata from the metadata file.

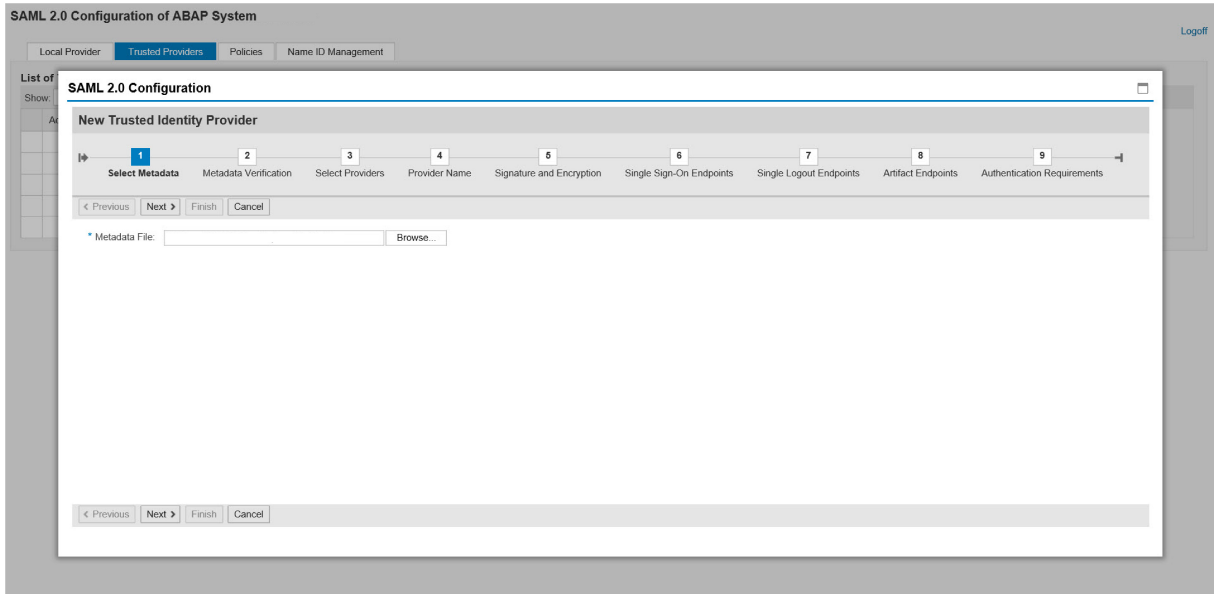
Click [Add](#) and choose [Upload Metadata File](#) from the dropdown menu.

To access and upload the file containing the IDP metadata, you need to enter an URL in a web browser's address line. Use the following URL pattern:

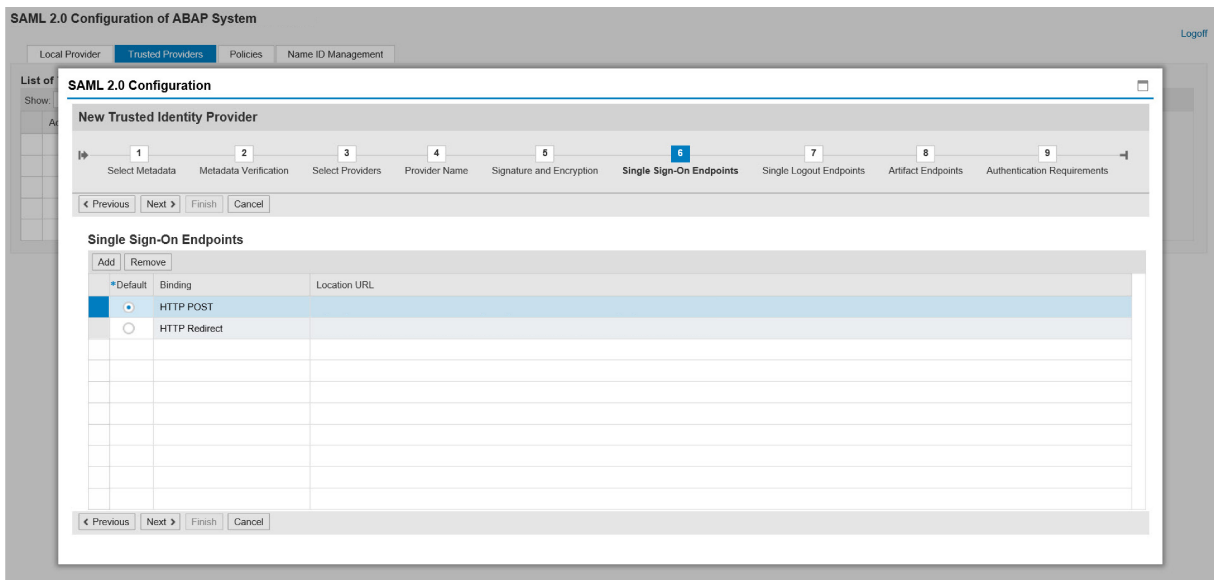
`https://<server URL>/idp/samlmetadata?company=<companyID>&cert=sha2`

The Employee Central server URL and company ID should have been provided to you by your implementation partner.

3. Confirm the file load pop up.
4. Define a name for the Trusted Provider (IDP).



5. Go to the *Signature and Encryption* tab, select SHA-256 as the *Digest Algorithm*, keep rest of the default values and push the *Next* button.
6. The following sequence is along the tab details of the identity provider registration. Go to the *Endpoints* tab and in the Binding column choose *HTTP POST*.



7. Go to the *Authentication Requirements* tab and make sure that you have selected *Application URL* as the *Authentication Response – Assertion Consumer Service* and the *HTTP POST* for binding. Select *Finish* to complete the configuration.

SAML 2.0 Configuration of ABAP System: VZN/106

Local Provider Trusted Providers Policies Name ID Management

SAML 2.0 Configuration

New Trusted Identity Provider

1 Select Metadata 2 Metadata Verification 3 Select Providers 4 Provider Name 5 Signature and Encryption 6 Single Sign-On Endpoints 7 Single Logout Endpoints 8 Artifact Endpoints 9 Authentication Requirements

< Previous Next > Finish Cancel

Authentication Contexts Settings

Comparison Method:

Authentication Response

Assertion Consumer Service: Application URL

Binding: HTTP POST

List of Requested Authentication Contexts

Add Remove Move Up Move Down

Alias

< Previous Next > Finish Cancel

8. Click the *Edit* button and then the *Add* button. A list of *Supported NameID Formats* is displayed. Select *Unspecified*.

Set *Allow Identity Provider to Create NameID* to *No*.

Note

You can select either Logon ID or Logon Alias based on your User ID mapping. ensures the mapping of IDP user representation to Employee Central Payroll user representation where user name differs from user IDs of other systems that use the same IDP.

SAML 2.0 Configuration of ABAP System

Local Provider Trusted Providers Policies Name ID Management

List of Trusted Providers

Show: Identity Providers Edit Save Cancel Enable Add Remove

Active	Default	Name	Alias
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		

Details of Identity Provider

Endpoints Identity Federation Signature and Encryption Authentication Requirements

Supported NameID Formats

Add Remove

Default	Name	Federation Type
<input checked="" type="checkbox"/>	Unspecified	Persistent Users

Details of NameID Format "Unspecified"

User ID Source: Assertion Subject NameID

User ID Mapping Mode: Logon ID

Assertion Attribute Name:

Allow Identity Provider to Create NameID: Yes

Example showing *Trusted Providers* and *Identity Federation* tabs in the interface.

9. Save your settings and enable the Trusted Provider.

→ Recommendation

Turn on the automatic IDP selection:

Go to the [Local Provider](#) tab, then go to [Service Provider Settings](#), edit and set the [Selection Mode](#) to [Automatic](#).

21.3.2.4 Identity Federation – User Mapping

The protocol relies on a so called identity federation. This means that the identity provider and the trusted service providers need a common identifier, which uniquely identifies the party that is to be authenticated. In the Employee Central Payroll scenario this means that a user must be identified in the SuccessFactors HCM Suite and in Employee Central by exactly the same ID.

This is because the identity provider issues an assertion token for a user ID (which is contained in the [nameId](#) field). The assertion consumer service in Employee Central initiates a user session for the user with this user ID, which is taken from the SAML assertion.

21.3.2.5 User Identification in Employee Central Payroll

Employee Central Payroll has two ways to identify a user: by a user name or by an alias name.

This example shows the user name [user_name](#) and the alias name [11223393](#) for a user in Employee Central Payroll:

Display Users

User

Changed By 20.08.2013 16:28:57 Status

Documentation Address Logon Data **SNC** Defaults Parameters Roles Profiles Groups Personalization Lic. Data

Alias

User Type

Security Policy

Password

User Group for Authorization Check

User group

Validity Period

Valid from

Valid through

Other Data

Account no.

Cost center

21.3.2.6 User Identification in the SuccessFactors HCM Suite

The SuccessFactors HCM Suite identifies users by their user ID. For convenience, a user also has a user name. With this name the user logs on to the system. The user ID and the user name are often the same, since this is the standard system behavior. But they can also differ.

The SAP SuccessFactors implementation of the SAML 2.0 protocol only considers the user ID and uses this ID for identity federation.

The user ID is not visible on the user interface. However, when you export user data using the Administration Tools, you will see the user ID and the user name in the exported file.

This example of user data that is being exported from the SuccessFactors HCM Suite shows user IDs and user names that differ from each other:

STATUS	USERID	USERNAME	FIRSTNAM	NICKNAM	MI	LASTNAM	SUFFIX	TITL
STATUS	USERID	Username	First Nam	Nickname	Middle Na	Last Name	Suffix	Title
active	6	PFEFF03						
active	10	SW_TU01						
active	63	RMX						
active	82	SARKARDI						

Note

The user ID is replicated from the SuccessFactors HCM Suite to Employee Central Payroll. In Employee Central Payroll, it is stored in the [Communication](#) (0105) infotype (in the [System ID](#) field of the [Employee Central User ID](#) (ECUS) subtype).

21.3.2.7 Establish an Identity Federation Across the SuccessFactors HCM Suite and Employee Central Payroll

There are two basic ways to establish an identity federation across the SuccessFactors HCM Suite and Employee Central Payroll:

- User IDs are identical (Employee Central user ID = Employee Central Payroll user name). Make sure that the ICF nodes [PAYSLIP](#), [HRPAO_PAOM_MASTERDATA](#) and [NWBC](#) are configured to use login with [Standard SAP User](#).
- The Employee Central user ID is mapped using the alias name of the Employee Central Payroll user. Make sure that the ICF nodes [PAYSLIP](#), [HRPAO_PAOM_MASTERDATA](#) and [NWBC](#) are configured to use login with [Internet User](#) (also known as [alias](#)) This is relevant if user names differ from user IDs in the Employee Central system using the IDP.

Create/Change a Service

Path: /default_host/sap/bc/webdynpro/sap/

Service Name: EHI00020 ☒ Service (Active) Altern. Name: HRPAO_PAOM_MAS...

Lang.: EN English

Description

Description 1	Masterdata Maintenance Application
Description 2	
Description 3	

Service Data Logon Data Handler List Error Pages Administration

Procedure: Standard

☐ Use All Logon Procedures Security Session: Unrestricted

Logon Data

Client	
User	
Language	
Password Status	Initial

Security Requirement

☐ Standard ☒ SSL

Authentication

☒ Standard SAP User ☒ Internet User

Note

Don't confuse the Employee Central *user ID* with the Employee Central *user name*. The Employee Central *user name* is the one the user uses to log in to the SuccessFactors HCM Suite. If the user ID was provided by the system, it is just a number (1, 2, 3, and so on).

21.3.2.8 Browser settings

Since browser settings are very specific, depending on the browser you use, this description is very high level:

- Add the SAP SuccessFactors Business Execution Suite and Employee Central Payroll URLs to the list of trusted sites.
- Turn off the feature that always submits a user certificate, if there is only one matching one. Otherwise, Employee Central Payroll would try to login the user with that certificate first; only at the second request SAML 2.0 would be taken.
- Allow pop-ups from Employee Central Payroll. This is needed for logout which is triggered by an NWBC-popup.

21.3.2.9 Mobile OS Settings

To view Pay Statement in your SAP SuccessFactors Mobile app, you must set the following profile parameters in the RZ10 transaction for your payroll system to enable ATS (APP Transport Security):

- `ssl/ciphersuites = 135:PFS:HIGH::EC_P256:EC_HIGH`
- `ssl/client_ciphersuites = 150:PFS:HIGH::EC_P256:EC_HIGH`

i Note

Only the SAML2.0 logon procedure is supported to view a PDF payslip under the SICF transaction.

22 Using OAuth 2.0 to Integrate Employee Central and Employee Central Payroll

OAuth 2.0 is the industry standard protocol for authorization. Here you find out how to configure it for use cases in Employee Central Payroll.

With the 1H 2022 release, the configuration has changed. Now, the configuration is more secure and supports the connection of one Employee Central instance to multiple SAP Payroll solutions by country/region.

The configuration before 1H 2022 will still be working but we recommend upgrading the existing configuration.

Prerequisites

- Check, in which support package your service is available.
- In your Employee Central Payroll system, call up transaction RZ10 or RZ11 and make sure that the *Current Value* of the profile parameter `icm/HTTPS/verify_client` is set to 1 (accept certificates) or 2 (require certificates).
- Make sure that you've maintained the optional fields for *System ID* and *API URL* in [Configuring SAP Payroll Systems \[page 42\]](#).
- In the SAP Reference IMG of your Employee Central Payroll system, complete the following SAP Gateway configuration:
 1. Activate SAP Gateway under [SAP NetWeaver](#) > [SAP Gateway](#) > [OData Channel](#) > [Configuration](#) > [Activate or Deactivate SAP Gateway](#).
 2. Ensure that the *Local Provider* follows the format `<System ID>_<Client>`, like for example `QHR_505`.
 3. Create an SAP system alias called `LOCAL` under [SAP NetWeaver](#) > [SAP Gateway](#) > [OData Channel](#) > [Configuration](#) > [Connection Settings](#) > [SAP Gateway to SAP System](#) > [Manage SAP System Aliases](#).
 4. Activate the corresponding service under [SAP NetWeaver](#) > [SAP Gateway](#) > [OData Channel](#) > [Administration](#) > [General Settings](#) > [Activate and Maintain Services](#). You can find more information about the name of the Gateway Service in the [OAuth Use Cases in Employee Central Payroll](#) section of this topic.
 5. Assign the SAP system alias `LOCAL` to the corresponding service (which you activated in step 3) under [SAP NetWeaver](#) > [SAP Gateway](#) > [OData Channel](#) > [Administration](#) > [General Settings](#) > [Assign SAP System Aliases to OData Service](#).

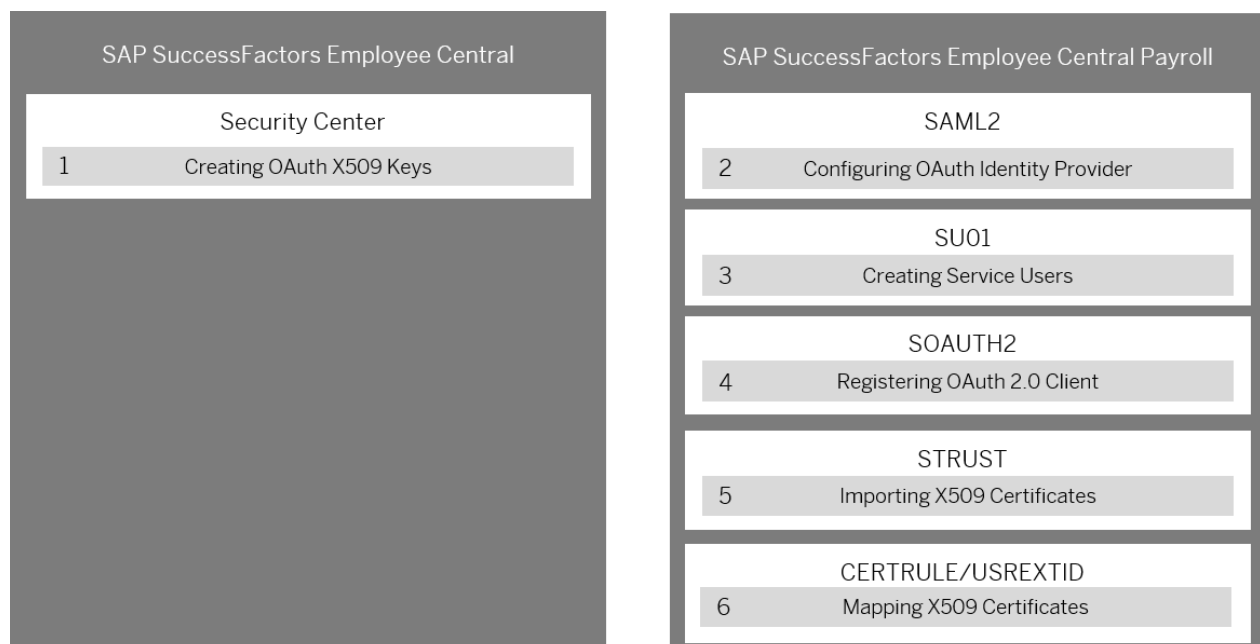
OAuth Use Cases in Employee Central Payroll

Use Cases	SAP_HR/EA-HR	Gateway Service	OAuth 2.0 Scope ID	OAuth Configuration Name	Service User / Client ID	Template Role (for Employee Central Payroll User*)
Payroll System Information [page 43]	SP67	HRSFEC_ECP_INFOSRV	HRSFEC_ECP_INFOSRV_0001	ecp	EC_ADM_OAUTH	SAP_CLOUD_ADMIN_OAUTH
Setting Up Portlets [page 46]	SP80	HRSFEC_INFOTYPE_SRV	HRSFEC_INFOTYPE_SRV_0001			
Pay Statement [page 868]	SP80	HRSFEC_PAY_OVERVIEW_SRV	HRSFEC_PAY_OVERVIEW_SRV_0001	ecp_ess	EC_ESS_OAUTH	SAP_CLOUD_ESOAUTH
Get Next Possible Date for Changes	SP93	HRSFEC_PAYCTRL_REC_SRV	HRSFEC_PAYCTRL_REC_SRV_0001			

Note

For an Employee Central user to access the services in Employee Central Payroll via OAuth 2.0, the user needs to be replicated and have a corresponding user in Employee Central Payroll. * Based on the use case, assign the template role (SAP_CLOUD_ADMIN_OAUTH or SAP_CLOUD_ESS_OAUTH) to the Employee Central Payroll user. For more information, refer to [Initial Customer User and Suggested First Steps \[page 73\]](#).

Overview of Configuration Steps



Upgrading the Existing Configuration

1. In your Employee Central Payroll system, edit the profile parameters in transaction RZ11. Set *Current Value* of the profile parameter `icm/HTTPS/verify_client` to value 1 (accept certificates) or 2 (require certificates).
2. Configure steps 1, 2, 5, and 6 as outlined in the [Overview of Configuration Steps](#) section.
3. Switch the existing configuration by changing the following:
 1. In Employee Central, go to ► [Admin Center](#) ► [Security Center](#) ► and select the [OAuth Configurations](#) and rename the existing OAuth configuration `ecp` and `ecp_ess` (for example to `ecp_X` and `ecp_ess_X`).
 2. In Employee Central Payroll, go to transaction SOAUTH2. For the existing OAuth clients `EC_ESS_OAUTH` and `EC_ADM_OAUTH`, change the *Trusted OAuth 2.0 IdP* to the Identity Provider that you created in [Configuring OAuth Identity Provider \[page 933\]](#).

i Note

If you want to switch back to your previous configuration, you can undo step 3.

4. Optional:
 1. Delete the former X.509 Keys, OAuth configuration, and the OAuth Identity Provider.
 2. Deactivate the password for the Service User, as described in [Creating Service Users \[page 935\]](#).

i Note

Once you performed the optional steps, you can't switch back to your previous configuration.

Troubleshooting

If something goes wrong during the configuration, check this Knowledge Base Article (KBA): [3193597](#) 📄

If your X.509 Certificate is expiring soon, follow this Knowledge Base Article (KBA): [3284728](#) 📄

22.1 Creating OAuth X.509 Keys

You can create your OAuth X.509 Keys within Security Center in Employee Central, so you can generate and download X.509 keys for external OAuth SAML authentication.

Procedure

1. Go to ► [Admin Center](#) ► [Security Center](#) ► and choose [X509 Certificates](#) in the window.
2. Choose [Add](#) to create a [New X509 Certificate](#).
3. Enter the name of your new certificate in the *Configuration Name* field, depending on your use case and by using the following naming convention:

- **<EC Instance Name>_<System ID>_<Client>_ADM**, like for example **PAYPTPAuto_QHR_515_ADM**
 - **<EC Instance Name>_<System ID>_<Client>_ESS**, like for example **PAYPTPAuto_QHR_515_ESS**
4. Select **SAP Cloud Root CA** as **Certification Authority (CA)**, since it is the most secure option.
 5. Fill out the remainder of the form.

→ Tip

For details about how to fill the other fields, see [X509 Certificates Field Descriptions](#)

6. Choose **Generate and Save**, to save your certificate key.
7. Choose **Download**, to download your new OAuth X.509 key. When prompted, download your certificate as a **.crt** file to your hard drive.

The screenshot shows the SAP X509 Certificates configuration page. The top navigation bar includes links for PGP File Encryption Keys, OAuth Configurations, X509 Certificates, Other Keys, HTTPS Trust Certificates, Destination Settings, LinkedIn Account Setup, and X.509 Public Certificate Mapping. The left sidebar, titled 'X509 Certificates', has an 'Add' button and a search bar. It lists two certificates: 'PAYPTPAuto_QHR_515_ADM' and 'PAYPTPAuto_QHR_515_ESS'. The 'PAYPTPAuto_QHR_515_ESS' certificate is selected and highlighted. The main content area shows the configuration for this certificate. It includes a 'Certificate Settings' section with fields for Configuration Name (PAYPTPAuto_QHR_515_ESS), Description, Certification Authority (CA) (Self-Signed), Valid From (Feb 24, 2022 18:39:04 GMTZ), Valid Until (Feb 24, 2025 18:39:04 GMTZ), Signature Algorithm (SHA256WithRSA), and Issued By. The 'Certificate Subject' section displays the following information: Common Name (CN): 50f55679-9804-4945-924c-43bcbe6e925, Organization (O):, Organization Unit (OU):, Locality (L): PAYPTPAuto, State/Province (ST):, and Country/Region (C):. At the top right of the main area, there are buttons for 'Download', 'Edit', and 'Delete'.

Next Steps

You can now proceed with [Configuring OAuth Identity Provider \[page 933\]](#).

22.2 Configuring OAuth Identity Provider

Configure service provider and identity provider in Employee Central Payroll as one of multiple steps, to be able to use OAuth 2.0.

Prerequisites

The **Local Provider** follows the format **<System ID>_<Client>**, like for example **QHR_505**.

Procedure

1. Start the transaction **SAML2** in the corresponding tenant.
2. Switch to the *Trusted Providers* tab and select *OAuth 2.0 Identity Providers*. To create the Identity Provider, choose **Add** *Manually* and provide the X509 file downloaded from the previous step.
 - a. Enter a *Name* in the *SAML 2.0 Configuration* window, depending on your use case and by using the following naming convention:
 - **<EC Instance Name>_ADM**, like for example **PAYPTPAuto_ADM**
 - **<EC Instance Name>_ESS**, like for example **PAYPTPAuto_ESS**
 - b. Choose *Next*.
 - c. Choose *Browse*, next to the *Primary Signing Certificate* field and select *Upload from File* to import the certificate that you downloaded in *Creating OAuth X509 Keys*.
 - d. Choose *Finish*.
3. Choose *Edit* in the main configuration screen.
4. In the details section of your newly created Identity Provider, choose *Add*. In the *Supported NameID Formats* window, select *Unspecified* and choose *OK*.
5. In the details section of *NameID Format "Unspecified"*, select *Logon ID* as *User ID Mapping Mode*. Make sure *Assertion Subject NameID* is displayed as default in *User ID Source*.
6. *Save* your entries and choose *Enable* afterwards.

The screenshot displays the SAP Identity Management configuration interface. At the top, there are tabs for 'Local Provider', 'Trusted Providers', 'Policies', and 'Name ID Management'. The 'Trusted Providers' tab is active, showing a 'List of Trusted Providers' section with a dropdown menu set to 'OAuth 2.0 Identity Providers' and buttons for 'Edit', 'Save', 'Cancel', 'Disable', 'Add', and 'Remove'. Below this, a table lists two providers: 'PAYPTPAuto_ADM' and 'PAYPTPAuto_ESS', both with green status indicators. The 'Details of Identity Provider "PAYPTPAuto_ADM"' section is expanded, showing 'Identity Federation' and 'Signature and Encryption' tabs. Under 'Supported NameID Formats', there is an 'Add' button and a table with one entry: 'Unspecified' with 'Persistent Users' as the 'Federation Type'. At the bottom, the 'Details of NameID Format "Unspecified"' section shows 'User ID Source' as 'Assertion Subject NameID' and 'User ID Mapping Mode' as 'Logon ID'.

Active	Name
<input checked="" type="checkbox"/>	PAYPTPAuto_ADM
<input checked="" type="checkbox"/>	PAYPTPAuto_ESS
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	

Supported NameID Formats	
Name	Federation Type
Unspecified	Persistent Users

Details of NameID Format "Unspecified"	
User ID Source:	User ID Mapping Mode:
Assertion Subject NameID	Logon ID

Next Steps

You can now proceed with [Creating Service Users \[page 935\]](#).

22.3 Creating Service Users

Create a service user in Employee Central Payroll as one of multiple steps, to be able to use OAuth 2.0.

Procedure

1. Go to transaction **SU01** and create following service users:
 - **EC_ADM_OAUTH**
 - **EC_ESS_OAUTH**
2. In the *Maintain Users* screen, provide a *Last Name* on the *Address* tab.
3. On the *Logon Data* tab under *User Type*, select *System*. You don't need to provide a password.

The screenshot shows the SAP SU01 'Maintain Users' screen. At the top, the 'User' field is 'EC_ADM_OAUTH'. Below it, 'Changed By' is a redacted name, '07.04.2021 10:36:21' is the date and time, and 'Status' is 'Saved'. The 'Logon Data' tab is selected, showing fields for Alias, User Type (set to 'System'), Security Policy, Password, Password Status, User Group for Authorization Check, Validity Period, and Other Data.

4. When you're finished, save the data.

Next Steps

You can now proceed to [Registering OAuth Client \[page 936\]](#), where the service user is used as OAuth Client ID.

22.4 Registering OAuth Client

Register OAuth Client in Employee Central Payroll as one of multiple steps, to be able to use OAuth 2.0.

Prerequisites

You've created a service user, which is used as *Client ID* in this step.

Procedure

1. Go to transaction **SOAUTH2**.
2. In the *OAuth 2.0 Administration* screen, choose *Create* and for each of the following client IDs follow the steps described.
 - **EC_ADM_OAUTH**
 - **EC_ESS_OAUTH**
 - a. In the *Create OAuth 2.0 Client* window, select a *OAuth 2.0 Client ID*, provide a *Description* and choose *Next*.
 - b. In the *Client Authentication* step, ensure *SSL Client Certificate* is checked and choose *Next*.
 - c. In the *Resource Owner Authentication* step, ensure *Grant Type SAML 2.0 Bearer Active* is checked. In the *Trusted OAuth 2.0 IdP* field, choose the identity provider you already created in the *Configuring OAuth Identity Provider* section and choose *Next*.
 - d. In the *Scope Assignment* step, add a *OAuth 2.0 Scope ID*, according to your client ID and choose *Next*:

Client ID	OAuth 2.0 Scope ID
EC_ADM_OAUTH	HRSFEC_ECP_INFO_SRV_0001 (for Payroll System Information)
	HRSFEC_INFOTYPE_SRV_0001 (for Infotype Existence)
EC_ESS_OAUTH	HRSFEC_PAY_OVERVIEW_SRV_0001 (for Pay Statement)
	HRSFEC_PAYCTRL_REC_SRV_0001 (for Payroll Control Record Information)

3. Review your entries in the *Summary* step and choose *Finish* to save your entries.

OAuth 2.0 Administration Log Off

Clients - Display

OAuth 2.0 Client ID	SAML 2.0 Bearer	Authorization Code	Refresh	Client Credentials	Description
EC_ADM_OAUTH	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	OAuth ADM
EC_ESS_OAUTH	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	EC OAUTH ESS

Client EC_ADM_OAUTH

Created By: HUANGYUHI Created On: 07.03.2022 Created At: 16:13:45 Changed By: BEBAWI Changed On: 14.03.2022 Changed At: 11:10:58

General Settings

Description:
 Token Lifetime: seconds
 Scope parameter may be omitted: ☐

Client Authentication

User ID:
 Client User ID and Password: ☒
 SSL Client Certificate: ☒
 Check Parameter "client_id": ☒

Grant Type Settings

Grant Type SAML 2.0 Bearer Active: ☒
 Trusted OAuth 2.0 IDP:
[Configuration of SAML 2.0 Trusted Providers](#)
 Requires Attribute "client_id": ☐
 Grant Type Authorization Code Active: ☐
 Refresh Allowed: ☐
 Refresh Token Expires After: years
 Grant Type Client Credentials Active: ☐

Scope Assignment

OAuth 2.0 Scope ID	Description
HRSFEC_ECP_INFO_SRV_0001	Get ECP Information
HRSFEC_INFOTYPE_SRV_0001	Infotype data

22.5 Importing X.509 Certificates

Before communication from and to your Employee Central Payroll system can take place, you have to authenticate each of your X.509 certificates, depending on the use case.

Prerequisites

From the [Creating OAuth X.509 Keys](#) step, you have your X.509 certificates saved as a file.

Procedure

1. Go to transaction **STRUST**.
2. Choose **SSL Server Standard** and open it by double-clicking.
3. Switch to edit mode.
4. Choose the **Import Certificate** button.
5. In the **Import Certificate** dialog box, select the path to the downloaded certificates from the [Creating OAuth X.509 Keys](#) step and choose **Enter**. The certificate is displayed in the **Certificate** area.

i Note

If certificate signed by **External CA** is configured instead of **SAP Cloud Root CA**, make sure the **Root** and **Intermediate CA** certificate is also imported.

6. Choose [Add to Certificate List](#) to add the certificate to the [Certificate List](#).
7. Save your entries.

22.6 Mapping X.509 Certificates with Table USREXTID

There are two options on how you can map X.509 certificates to the service users. This option describes the mapping using table `USREXTID` in Employee Central Payroll.

Prerequisites

- From the [Creating OAuth X.509 Keys](#) step, you have your X.509 certificates saved as a file.
- In transaction RZ10 or RZ11, make sure the [Current Value](#) of the profile parameter `login/certificate_mapping_rulebased` is set to value 0. If it is not set to 0, follow the steps in [Mapping X.509 Certificates with Table CERTRULE \[page 939\]](#).

i Note

If you follow the steps for mapping X.509 certificates to table `USREXTID`, you do not need to map X.509 certificates with table `CERTRULE`.

Procedure

1. In transaction SM30, open view `VUSREXTID` in edit mode.
2. Enter `DN` in the [External ID type](#) field.
3. Choose [New Entries](#) and import the certificate.
4. Provide following user names: `EC_ESS_OAUTH`
5. Set the [Activated](#) indicator to activate the client certificate logon for the user.
6. Save your entries and the assignment of External ID to Users will be displayed.

Repeat the same steps for user `EC_ADM_OAUTH`.

Related Information

[Mapping X.509 Certificates with Table CERTRULE \[page 939\]](#)

22.7 Mapping X.509 Certificates with Table CERTRULE

There are two options on how you can map X.509 certificates to the service users. This option describes the mapping using transaction CERTRULE in Employee Central Payroll.

Prerequisites

- From the [Creating OAuth X.509 Keys](#) step, you have your X.509 certificates saved as a file.
- In transaction RZ10 or RZ11, make sure the [Current Value](#) of the profile parameter `login/certificate_mapping_rulebased` is set to 1.

i Note

You only need to follow the steps for mapping X.509 certificates with table CERTRULE if you have not mapped X.509 certificates with table USREXTID.

Procedure

1. Go to transaction CERTRULE.
2. Switch to edit mode and import your certificate in the [Subject](#) field.
3. Choose the [Explicit Mapping](#) button.
4. Select user `EC_ESS_OAUTH` and continue.

The new entries are displayed in the [Explicit Mappings](#) tab.

5. Save your entries.

Repeat the same steps for user `EC_ADM_OAUTH`.

Related Information

[Mapping X.509 Certificates with Table USREXTID \[page 938\]](#)

23 Security Topics for Employee Central Payroll

Information and references to some security topics related to Employee Central Payroll.

Security Topics

Included here are some topics providing additional information or configuration on security topics for Employee Central Payroll. This doesn't cover all of the security considerations for your system. See the additional security requirements and configuration in the other SAP guides.

[Web Application Server Security \[page 940\]](#)

The following describes how you make settings to ensure Web application server security in Employee Central Payroll.

[Multifactor Authentication for SAPGUI Using SAP Secure Login Client \[page 946\]](#)

Use SAP Secure Login Client to enable you for single sign-on as well as multifactor authentication for logging in to Employee Central Payroll through SAP GUI.

[X.509 Client Certificates in Employee Central Payroll \[page 946\]](#)

Learn how to use client certificate-based authentication for inbound and outbound system to system communication.

[Handling of PGP Encryption for Outbound File Transfer \[page 955\]](#)

You can run the Bank Transfer program to generate bank transfer documents and store the outputs to SFTP. You can then configure SAP Cloud Integration for external outbound file transfer with PGP encryption.

[Regular Security Updates \[page 955\]](#)

Update the SAP SuccessFactors Employee Central Payroll system on a regular basis and apply SAP Security Notes.

[Obsolete Clients \[page 955\]](#)

Ensure that system clients that aren't in use are deleted.

23.1 Web Application Server Security

The following describes how you make settings to ensure Web application server security in Employee Central Payroll.

23.1.1 Using an Allow List for Clickjacking Framing Protection for Employee Central Payroll

Context

Protect your system against clickjacking (or UI redressing) attacks. This type of attack tricks the user into triggering actions within an application by hiding a malicious link under clickable content. To protect against clickjack attacks, you need to control whether to render your application within a frame and which pages are allowed. For Employee Central Payroll, you create the allow list controlling which pages can render within a frame. The list also controls the host from which an application can be rendered. For example, Employee Central is default host.

The following steps provide creating the list providing protection for the Employee Central Payroll UI from clickjacking.

i Note

For the Employee Central UI, a Clickjacking filter can be turned on in Provisioning. See the *Setting Up Security Features for SAP SuccessFactors HXM Suite* guide.

→ Remember

As a customer, you don't have access to Provisioning. To complete tasks in Provisioning, contact your implementation partner or Account Executive. For any non-implementation tasks, contact Product Support.

Procedure

1. Sign on to Employee Central Payroll.
2. Enter the transaction `SICF`.
3. On the *Deliver Service* view, on the *Service Path* field, enter `/sap/public/bc/uics/whitelist`.
4. Choose *Execute*.
5. Right-click `whitelist` to see a context menu and select *Activate Service*.
6. Go to transaction `SE16`.
7. In the new view, on the *Table Name* field, enter `HTTP_WHITELIST` and *Enter*.
8. Choose *New Entries*.
9. Make the following entries:

Field Name	Entry	Comments
Whitelist EntryType	Clickjacking Framing Protection	The clickjacking framing protection has a value of 30.

Field Name	Entry	Comments
Sort/Match Sequence	<number>	Defines the sequence of table entries to be checked. The protection mechanism checks all entries in ascending sequence with respect to the SORT_KEY field until it finds a valid match. If no entry matches, the application remains in a protected mode and isn't rendered at all or at least not accept any input. In this case, clickjacking framing attacks aren't possible.
Protocol for URL (*=Wildcard)	<entry>	https, http or "*" for both.
Host Name and Domain	<domain or host name, or enter "*" for groups>	Domain or explicit host name to be granted. Wildcard "*" to allow groups of hosts. (Example: *.1.example.com)
Port	<either number or leave blank>	Only numbers can be used. "*" isn't possible. Leave field empty to allow all ports.
URL Pattern	*	Must be filled with '*'. Other values result in an error, and your application isn't displayed.

10. Choose [Save](#).

Example

When clickjacking is activated, the following entries are examples to access the Employee Central Payroll application from Employee Central.

ENTRY_TYPE	SORT_KEY	PROTOCOL	HOST	PORT	URL
30	0001	*	https://<your domain>.successfactors.com/		*
30	0002	*	https://<your host>.SAPSF.com		*
30	0003	*	https://myXXXXXXX.payroll.ondemand.com/		*

23.1.2 Adding Default HTTP Security Headers to Employee Central Payroll

What are the default HTTP security headers for Employee Central Payroll and how to add more.

Context

HTTP security headers define a set of security precautions about requests or responses on the web browser. The following HTTP security headers are the default headers already enabled for the system.

- **X-Content-Type-Options (nosniff):** A sniffing attack is the theft or interception of network traffic to capture sensitive data. The header stops sniffing tools from monitoring your internet traffic.
- **X-XSS-Protection:** Stops pages from loading when they detect reflected cross-site scripting (XSS) attacks.
- **Strict-Transport-Security (HSTS):** Provides that only the HTTPS version of the requested site is used, and plain HTTP isn't served.
- **Content-Security-Policy:** Allows administrators to control resources the user is allowed to load for a given page. This policy helps guard against cross-site scripting attacks (XSS).

To request additional HTTP security headers for your system:

Procedure

Open a support ticket for [Payroll operations](#) and include the header details for each HTTP header to be added to your system.

23.1.3 Ensuring Session Log off for Employee Central Payroll

Context

For security reasons, a user shouldn't be able to automatically log back into the system without re-entering their logon credentials. For example, the user closes the session in their browser and then tries to refresh the browser. Configuration is required to ensure that the session ends and the user must provide log on credentials.

Procedure

1. Log on to Employee Central Payroll and enter transaction SICF.

2. Right-click the `/sap/public/bc/icf/logoff` service tree and select *Activate Service*.
3. Enter `<default_host>/sap/bc/gui/sap/its/webgui.` on *Service Path* and *Execute*.
4. Choose the *Change Service* icon.

The *Display/Change Service* view appears with `/default_host/sap/bc/gui/sap/its/webgui` in the *Path* field.

5. On the *Service Name: WEBGUI*, go to the *Logoff* tab.
6. Select the *Error Pages* tab.
7. Select the *Logoff Page* tab.
8. Choose the *Redirect to URL* radio button and enter a redirect parameter, for example, `/sap/public/bc/icf/logoff?redirectURL=<start url>`.
9. *Save*.

Results

When the user logs off from the SAP Webgui, the session cookie is deleted. When the user refreshes the page without having closed the browser, the system prompts for logon credentials.

23.1.4 Showing External Session IDs in the URL

External Session IDs aren't session tokens and can't be used for session hijacking. The external session ID is required to enable session management.

Because HTTP communication uses many different protocol connections, a method needs to allow and recognize a user's connections during a browsing session. One method uses a *session token*, a parameter included in the URL that can be used to authenticate the user.

In a session hijacking attack, the session token is stolen or used to predict a valid authentication session token to gain unauthorized access to a system or site.

That type of session token isn't used in URLs for this system. The parameters passed to the URL are an External Session ID (SEC_SESSTOKEN). These session ID parameters aren't valid session tokens since no authentication information nor system identifier is provided in the parameter. An attacker can't use these parameters to hijack a session. The external session ID parameter can't be excluded from the URL as it is necessary to enable successful session management.

23.1.5 Configuring IP Access Restriction for Public IP Addresses

IP Access Restriction only applies to web-based access to the Employee Central Payroll system. SAPGUI-based access isn't included in this restriction.

Prerequisites

Before you create the allowlist for public IP addresses and turn on the IP access restriction feature accordingly, define the following authorizations in the *Activity* (ACTVT) field of the `HRSFEC_IP` authorization object according to your needs:

02 - *Change* : Enables you to define the public IP addresses for which access to the system is permitted and to turn on the IP access restriction.

03 - *Display*: Enables you to view the public IP addresses for which access to the system is permitted and display the IP access restriction mode.

Context

You want to control the access to Employee Central Payroll systems by providing an allowlist of public IP addresses or ranges. By doing so, unwanted public IP addresses are blocked.

Procedure

1. In your Employee Central Payroll system, enter transaction `HRSFEC_IP_LIST_CUST` to create an allowlist for IP access restriction.

You want to grant access to Employee Central Payroll systems only to certain users: Enter the public IP addresses in the allowlist for IP access restriction using the IPv4 format. Note that you can specify individual or ranges for IP addresses. The options to create a range are the following:

- In the CIDR notation, for example, `74.125.0.0/16`

OR

- Using `–`, for example, `74.125.0.0–74.125.255.255`

2. In your Employee Central Payroll system, enter transaction `HRSFEC_IP_RMODE` to turn on IP access restriction for your allowlist. Once you've turned on IP access restriction, only users with public IP addresses included in the allowlist can access Employee Central Payroll systems.

If you want to maintain the allowlist of public IP addresses from here, go to *Menu* and select *Edit IP Allowlist* or enter transaction `HRSFEC_IP_LIST_CUST`.

Results

With the IP access restriction turned on, only users with public IP addresses included in the allowlist can access Employee Central Payroll systems.

23.2 Multifactor Authentication for SAPGUI Using SAP Secure Login Client

Use SAP Secure Login Client to enable you for single sign-on as well as multifactor authentication for logging in to Employee Central Payroll through SAP GUI.

i Note

This feature is currently in the Early Adoption phase. If you want to use this feature, join our Early Adopter Care program by opening a ticket for the component LOD-EC-GCP-PY.

When using basic authentication to access Employee Central Payroll, your system is open to security risks. Configure your users to use SAP Secure Login Client so they're no longer vulnerable to phishing or other attacks.

23.3 X.509 Client Certificates in Employee Central Payroll

Learn how to use client certificate-based authentication for inbound and outbound system to system communication.

Context

In addition to Basic authentication, Employee Central Payroll supports client certificate-based authentication. This means that the client certificate identifies the caller, and if the client certificate is valid and known by the callee, it can be used for authentication.

Use the links provided here to access information on the main communication scenarios supported in Employee Central Payroll:

[Client Certificate-Based Authentication for Outbound Communication \[page 947\]](#)

Client certificate-based authentication is supported for a system to system communication: From Employee Central Payroll systems to SAP Cloud or third-party systems.

[Client Certificate-Based Authentication for Inbound Communication \[page 948\]](#)

Client certificate-based authentication is supported for a system to system communication from third-party systems to Employee Central Payroll

[Setting up Notifications for Expiring Certificates \[page 950\]](#)

Run a report so you can set up notifications to warn users about the validity of installed client certificates.

[Client Certificate Renewal \[page 953\]](#)

This section describes how to configure Email addresses for notification of SAP managed certificate renewal and export certificates for applying to target systems so that the client certificate-based authentication works.

23.3.1 Client Certificate-Based Authentication for Outbound Communication

Client certificate-based authentication is supported for a system to system communication: From Employee Central Payroll systems to SAP Cloud or third-party systems.

Prerequisites

In the [Trust Manager](#), you've found the relevant client certificates of an SSL client identity by selecting [SSL client identity](#) and double-clicking [Own Certificate](#). Note that the Trust Manager provides the Export function.

Context

In addition to the [SAP Default](#) and [SAP anonymous](#) clients, Employee Central Payroll offers now the following client identities:

- [<client_number>_SD](#): Owns SAP and can be used to enable the communication from Employee Central Payroll to another SAP Cloud system and tenant, for example, in the point-to-point integration from Employee Central Payroll to Employee Central. SAP is in charge of signing automatically and renewing the certificate.
- [<client_number>_CD](#): Owns customers and can be used to enable the communication from Employee Central Payroll system to any systems. Customers are responsible for the signing and renewal of the certificate. For more information on how to export the Certificate Signing Response and Import the Certificate Request, refer to [Having PSE Certificates Signed by a CA](#)

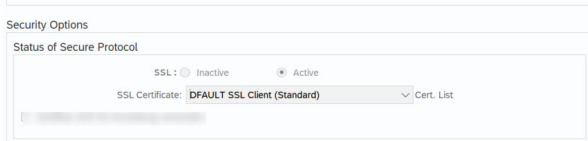
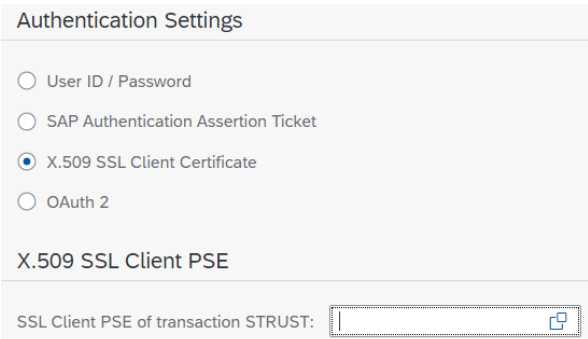
i Note

If [<client_number>_SD/_CD](#) can't be found, create a customer ticket in component LOD-EC-GCP-PY-OPS and request the creation of the missing clients.

You can also receive a notification that a certificate will expire. For more information, see [Setting up Notifications for Expiring Certificates \[page 950\]](#)

Procedure

- To use a specific client certificate of an SSL client identity for authentication, use one of the following methods:

Method	Description
Go to transaction <code>SM59</code> and set up the RFC destinations of type G/H.	<p>Select the SSL Certificate in the Security Options as illustrated in the graphic:</p> 
Go to transaction <code>SOAMANAGER</code> and set up the Service consumer proxies.	<p>Define the Service consumer proxies by selecting the X.509 SSL Client Certificate in Authentication Settings as illustrated in the graphic:</p>  <div> <p>Note</p> <p>The SSL Client PSE defines the client certificate being used for the outbound communication.</p> </div>

Results

The communication is enabled for the selected systems.

23.3.2 Client Certificate-Based Authentication for Inbound Communication

Client certificate-based authentication is supported for a system to system communication from third-party systems to Employee Central Payroll



Context

This feature enables you to authenticate user access in an SSO environment with X.509 certificates. The information contained in the certificate is passed to the server and the user is logged on to the server based on this information.

User authentication takes place in the underlying SSL security protocols and no user ID and password entries are necessary. The point-to-point integration between Employee Central and Employee Central Payroll is an example of a communication scenario using a client certificate-based authentication.

Settings

This table provides an overview of the required configuration steps:

Step	Description
Determine the additional load balancer endpoint that supports client certificate authentication for host name.	<p>Additional hostnames have been provided by SAP:</p> <ul style="list-style-type: none"> my<number>-sso.payroll.ondemand.com my<number>-sso.payroll.sapsf.eu my<number>-sso.payroll.sapsf.com <div>  Caution hostname my<number>.payroll.ondemand.com doesn't support client certificates while hostname my<number>-sso.payroll.ondemand.com always asks for client certificates. </div>
Your integration with Employee Central Payroll uses a client certificate-based authentication.	<p>my<number>-sso.payroll.ondemand.com is configured in the system that calls the Employee Central Payroll system.</p> <div>  Note This configuration applies only for system to system integration. </div>
Export the client certificate.	Export the client certificate including the associated root/intermediate CA certificates calling the Employee Central Payroll system that you want to use.
Configure the Root/Intermediate CA of client certificate.	<p>Ensure that the root and intermediate CA certificates are added to the certificate list of SSL Server Standard identity in the Customizing for Personnel Management Integration Settings for SuccessFactors Employee Central Payroll Certificate Handling Client Certificate-Based Authentication for Inbound Communication Configure the Root/Intermediate CA of client certificate.</p>

Step	Description
Map the subject name and issuer to a technical user.	<p>You have the following options:</p> <ul style="list-style-type: none"> Standard procedure: Map single users in the Customizing for ► Personnel Management ► Integration Settings for SuccessFactors Employee Central Payroll ► Certificate Handling ► Map Client Certificates and Users for Inbound Communication ►. Using the CERTRULE transaction Before you use this procedure, you need to change a profile parameter by opening a ticket to Operations (component LOD-EC-GCP-PY-OPS) and requesting the parameter change. For more information, refer to Rule-Based Certificate Mapping. Once enabled, rule-based mapping replaces manual mapping from view USREXTID. If you currently use table USREXTID for certificate-mapping, use transaction CERTRULE_MIG to create a set of rules based on your current entries.

Related Information

[Trust Manager](#)

[Mapping Users in table USREXTID](#)

23.3.3 Setting up Notifications for Expiring Certificates

Run a report so you can set up notifications to warn users about the validity of installed client certificates.

Context

You subscribe to alerts for using Alert Framework to receive notifications. You can also configure to send alerts to specific recipients or email addresses. Thereafter, schedule and run the report to receive alert notification.

[Setting up Alert Subscription \[page 951\]](#)

Learn how to set up the *Alert Framework* so you can receive notifications.

[Running and Scheduling of Alert Notification \[page 952\]](#)

Learn about the SSF_ALERT_CERTEXPIRE report and configure your system such that warnings are sent according to the set up in the Alert Framework..

23.3.3.1 Setting up Alert Subscription

Learn how to set up the [Alert Framework](#) so you can receive notifications.

Context

You can subscribe to warnings using the [Alert Framework](#) to receive notifications. You can also configure such that you send alerts to specific recipients or email addresses.

Procedure

1. Go to ► [Customizing for Integration Settings for SuccessFactors Employee Central Payroll](#) ► [Certificate Handling](#) ► [Notification for Expiring Certificates](#) ► [Configure Alert Framework to receive Expiring Notifications](#) ►
2. Use Transaction Code ALRTCATDEF
3. Go to Security-Relevant Alerts.
4. Select alert category SECSSFCEXPIRE (Expiry of Certificates (SNC, SSF, SSL...))
5. Alerts can be sent to Fixed Recipients or Recipients by User Roles. It is advisable to add recipients by User Role.
6. Add Long and Short text.

Example short text:

Sample Code

```
Validity of certificate ends in &DAYS& days in system &SYS& (PSE type >
&PSE&).
```

Example long text:

Sample Code

```
The system determined that a certificate of PSE type >&PSE&<
(administered by system &SYS&) expires in &DAYS& days.
You must extend or renew this certificate immediately.
Run the report SSF_ALERT_CERTEXPIRE.
This report produces a list of all installed certificates, together with
their
expiration dates.
Alternatively, call transaction STRUST. The message displayed contains the
PSE type (a node) in which you can find the certificate in question.
```

7. Click on [Check Expression in Text](#) and fix errors after editing.
8. Save the changes.

Note

Green squares to the left of Long Text and Short Text indicate that the set up is done and that notifications will now be sent.

9. Make sure long and short text have green squares to send alerts.

23.3.3.2 Running and Scheduling of Alert Notification

Learn about the SSF_ALERT_CERTEXPIRE report and configure your system such that warnings are sent according to the set up in the Alert Framework..

Context

The SSF_ALERT_CERTEXPIRE report checks the time period of validity of client certificates. This is then used to provide warnings before the expiry of the validity of installed certificates.

i Note

- You can also schedule this report as a daily background job as a replacement for the AutoABAP report SSFALRTEXP. To use this report as a replacement, you must specify this in the selections, and set the start time to before 3 am.
- The warning is delivered through system log messages and by forwarding these to CCMS alert monitors. When expiry of the certificates is within the next two working days, the report sends out warnings to all users.
- The warnings begin 30 days before expiry.
- See the system documentation of the report for additional information.

The warnings can be provided in a variety of ways.

Procedure

1. Go to ► *Customizing for Integration Settings for SuccessFactors Employee Central Payroll* ► *Certificate Handling* ► *Notification for Expiring Certificates* ► *Check and Warn About Certificates Expiring Soon* ►
2. Check the box for *Create Warnings* under *Scope of Checks*
3. Check the box for *Warn (internal communication)* under *Create warnings using Alert Framework (subscription)*
4. **Optional:** Check the box for *Warn (recipient list)* under *Create warnings using Alert Framework recipients specified explicitly*
5. Check the box for *Warn (external communication)* under *Create warnings using Alert Framework (external communication)*

23.3.4 Client Certificate Renewal

This section describes how to configure Email addresses for notification of SAP managed certificate renewal and export certificates for applying to target systems so that the client certificate-based authentication works.

The client certificates of SAP owned Personal Security Environment (PSE) are renewed automatically by SAP. This client certificate can be used for SAP to SAP system communication such as Employee Central Payroll to Employee Central or Employee Central Payroll to SAP CPI.

As this communication can be related to one or multiple customer-managed integrations, it's the customer's responsibility to ensure that the client certificate is accepted by the target system.

Therefore, it's necessary to know when an SAP owned PSE's client certificate is renewed.

For this purpose, it's possible to maintain Email addresses to notify that there is a new SAP owned PSE's client certificate available.

Whenever a renewal happens, a staging PSE is created 60 days before the certificate expires and the signing process is triggered. The renewed client certificate can first be found at this staging PSE. From there, it can be exported, for example, to define a mapping in a target system.

Five days before the expiration day of the original PSE's client certificate, the staging PSE is copied over to the original PSE. This way, the renewed client certificate becomes active, and the previous client certificate doesn't exist any longer. The staging PSE is then deleted. If you have configured the SOA Manager and/or RFC connections to use the staging PSE, the connection will fail because of the missing staging PSE. For that reason, the copy process includes the exchange of the staging PSE with the default PSE in the SOA Manager and/or RFC connections.

Note

The staging PSE follows the naming pattern <Client>_SS whereas the default (origin) PSE is following the pattern <Client>_SD.

[Configuring Email Addresses for Notification of Certificate Renewal \[page 954\]](#)

Outlines how to configure email addresses that are notified when an SAP owned PSE's client certificate has been renewed.

[Exporting Renewed Certificates from STRUST \[page 954\]](#)

Renewed client certificates should be exported from STRUST to update certificate mapping at integration targets.

23.3.4.1 Configuring Email Addresses for Notification of Certificate Renewal

Outlines how to configure email addresses that are notified when an SAP owned PSE's client certificate has been renewed.

Context

For security reasons, client certificates are signed for a given validity period. SAP generates a new client certificate with a new validity period for SAP owned PSEs. An Email is sent with a notification to export the new SAP-managed client certificate 60 days before the origin certificate expires. Customers can also use the new certificate for their customer-managed integrations to other SAP Cloud systems/tenants.

i Note

The system sends two reminder mails at earliest 30 days and a second one at earliest 10 days before expiration.

Procedure

- Specify one or multiple Email addresses that are notified of certificate renewal in the Customizing for [Integration Settings for SuccessFactors Employee Central Payroll](#) > [Enter Email Addresses for Notification To Renew Certificates \(SAP Managed\)](#) (transaction HRSFEC_CERT_EMAIL). The customizing is client-dependent. Example: The system sends notifications about <100>_SD only to email addresses, which are maintained in client 100.

23.3.4.2 Exporting Renewed Certificates from STRUST

Renewed client certificates should be exported from STRUST to update certificate mapping at integration targets.

Procedure

- Run transaction STRUST in the Customizing for [Integration Settings for SuccessFactors Employee Central Payroll](#) > [Certificate Handling](#) > [Export Certificates](#)
- From the left pane, select the SSL client certificate.
- Double click the certificate displayed in the [Own Certificate](#) section.
- Choose the edit icon and choose [Export Certificate](#).

5. In the [Export Certificate](#) dialog box, browse the file path in which you want to export the certificate. Provide a file name with .cer extension.
6. Choose [File Format](#) as [Base64](#). Choose [OK](#).

The certificate is exported to the selected file path.

23.4 Handling of PGP Encryption for Outbound File Transfer


You can run the Bank Transfer program to generate bank transfer documents and store the outputs to SFTP. You can then configure SAP Cloud Integration for external outbound file transfer with PGP encryption.

For more details, refer to KBA [3047895](#)  that provides step-by-step instructions on this process.

23.5 Regular Security Updates

Update the SAP SuccessFactors Employee Central Payroll system on a regular basis and apply SAP Security Notes.

Procedure

- Update SAP software of an SAP SuccessFactors Employee Central Payroll system to the latest available versions at least once a year.
- Review and implement [SAP Security Notes](#)  on time.

i Note

Only priority 1 security notes are implemented in all SAP SuccessFactors Employee Central Payroll systems without customer request.

- Open a support ticket for Payroll operations to request a software update.
- Update client installations such as SAPGUI to the latest version at least once a year.

23.6 Obsolete Clients

Ensure that system clients that aren't in use are deleted.

Open a support ticket for Payroll operations to request client deletion.

24 Monitoring Tools in Employee Central Payroll

The following describes the tools you can use to monitor the replication of master data from Employee Central to Employee Central Payroll.

[Checking Status of Replicated Employee Master Data \[page 956\]](#)

Use the options available in this report to view the status of replicated data, identify errors, view service messages, and download results.

[Using the Employee Central Data Replication Monitor When Replicating Employee Master Data \[page 958\]](#)

See how to reschedule the replication of employee data using the Data Replication Monitor.

[Using the Application Log \(SLG1\) \[page 958\]](#)

In Employee Central Payroll, you use the *Application Log* (transaction `SLG1`) to identify business and technical errors that occur during the replication of employee master data.

[Application Log: Setting the Log Level \[page 959\]](#)

You can control which messages are shown in the Business and Technical Application logs.

[Deleting Expired Business and Technical Logs Using SLG2 \[page 961\]](#)

Improve the performance for replication of the employee master data by deleting older logs.

[Using Web Services Utilities \(SRTUTIL\) \[page 961\]](#)

The error log in the transaction `SRTUTIL` (Web Service Utilities) displays point-to-point replication errors.

[Using the Consistency Check Report for Replication Data \[page 962\]](#)

You run this report to identify potential inconsistencies caused by an interruption during the replication, and solve them.

[SAP Cloud ALM For Employee Central Payroll \[page 963\]](#)

SAP Cloud ALM (CALM) is a cloud-based application lifecycle management offering that allows you to implement and operate your Employee Central Payroll systems.

24.1 Checking Status of Replicated Employee Master Data

Use the options available in this report to view the status of replicated data, identify errors, view service messages, and download results.

Prerequisites

Define user roles to assign to the report:

Caution

We strongly recommend that you create your own role by copying the `SAP_HR_EC_EEMDR_STATUS_MONITOR` template role, using transaction `PF08`. Since this role contains numerous authorizations, verify them carefully

and, if applicable, restrict them according to the specific needs of the role. As the replication content contains sensitive employee data, you need authorization for infotype 0008 to access the XML message display view.

Procedure

1. Go to the report by specifying transaction `HRSFEC_REPL_STATUS`.

To access this report on the SAP Easy Access screen, choose ► [Human Resources](#) ► [Personnel Management](#) ► [Employee Central Payroll](#) ► [Master Data Replication](#) ► [Tools](#) .

2. Make your selections and choose [Execute](#).

For more details about the selection criteria and the output, see the documentation in the Employee Central Payroll system.

A basic list is output showing the replication status according to your selection criteria.

3. Here's what you can do in the basic list:

- For each entry, select the web service message link to display all details of service message.
[Optional] If you want to enable the XML view in the output, consider the following:

→ Tip

The WebGUI requires a minimum kernel version 753 (patch level 521) to display XML messages in the status monitor. Kernel version 753 isn't yet available in all Employee Central Payroll systems. If the XML display isn't working properly in your Employee Central Payroll system, contact SAP Product Support and request a kernel version upgrade.

- Export the list as spreadsheet.
 - Select [Application Log](#) (transaction `SLG1`) to identify business errors that occur during the replication of employee master data.
 - Select [Web Service Utilities](#) (transaction `SRTUTIL`) to find Web messages of the point-to-point replication.
 - Select [Replicate Employee Again](#): You access the report `RP_HRSFEC_PTP_EE_REPLICATION` directly and you can then select the [Configuration ID](#) for which you want to carry out a corrected replication.
4. Select [Compare Current and Last Successful XML](#) to trigger the comparison between XML files.

Then, the results are displayed in a new ALV. You can analyze issues caused by retro calculation and check the last changes done in Employee Central data since the last successful replication process.
 5. Select [Display History](#) to compare the predecessor nodes with the succeeding nodes, meaning the newly inserted nodes, for example because purged replication messages might be already purged in the last successful replication.

24.2 Using the Employee Central Data Replication Monitor When Replicating Employee Master Data

See how to reschedule the replication of employee data using the Data Replication Monitor.

Data Replication Monitor

The Data Replication Monitor shows the replication status of individual employees for the replication content type [Employee Master Data](#). Once you've made your selections and the results list is shown, select the status [Failed](#) to see the detailed error message for this particular data replication record. The error message comes from the Application Log in the Employee Central Payroll system (transaction SLG1).

Once you've corrected the errors, you can trigger a replication run for one or more employees. For more information about the automatic and manual reschedule of data replication, refer to [Reprocessing Employee Data Replication](#).

Related Information

[Payroll Control Record \[page 67\]](#)

24.3 Using the Application Log (SLG1)

In Employee Central Payroll, you use the [Application Log](#) (transaction SLG1) to identify business and technical errors that occur during the replication of employee master data.

Business Log

Correct messages are passed to the application logic. In the Employee Central Payroll system, the logic maps the data to the structures of the corresponding infotypes, and updates master data records. Examples of errors are:

- Unknown code values
- Missing mandatory field data
- Editing locks, for example, records locked by another user)

i Note

The error messages of this business log are also available in the Employee Central [Data Replication Monitor](#).

Field	Description
<i>Object</i>	Specify HRSFEC .
<i>Subobject</i>	Specify EMPLOYEE for employee-specific information.
<i>External ID</i>	If you search for all employments of a given employee, enter the ExternalID and an asterisk. If you search for specific employees, enter their External ID.

i Note

All the employees that are already in replication queue are completed before another replication job is triggered. This means, that when the employee replication queue includes pending items, an error message is written to the log and the new job is skipped.

Technical Log

The technical log displays the following errors:

- Errors that occur during the replication process and the processing of confirmations to the Employee CentralData Replication Monitor.
- Errors that occur during the push replication run.
Make the following settings in the selection screen of the transaction SLG1.

Field	Description
<i>Object</i>	Specify HRSFEC .
<i>Subobject</i>	Specify EMPLOYEE_PTP for technical information.

i Note

Messages displayed on the business and the technical log depend on the settings made for the log level as described in [Log Level](#).

24.4 Application Log: Setting the Log Level

You can control which messages are shown in the Business and Technical Application logs.

Setting the Log Level for the Business log

To control which messages are shown in the Application Log for the *Employee* subobject, there are four-log levels to choose from:

Log Level	Error	Warning	Success	Failure	Context information on affected employee ID, info-type, and validity period	Additional context information, for example affected fields
Level 0	No	No	No	No	No	No
Level 1 (default)	Yes	No	Yes	Yes	Yes	No
Level 2	Yes	Yes	Yes	Yes	Yes	No
Level 3	Yes	Yes	Yes	Yes	Yes	Yes

You can set the log level in T77S0 table, [SFEC Group](#), [LGLVE Semantic Abbreviation \(Sem.abbr.\)](#) by entering the respective log level number.

If errors occur, the log provides context information about the error.

Setting the Log Level for the Technical log

To control which messages are shown in the Application Log for the [Employee_PTP](#) subobject, there are three-log levels to choose from:

Log Level	Error	Warning	Success	Failure
Level 0	No	No	No	No
Level 1 (default)	Yes	No	No	Yes
Level 2	Yes	Yes	Yes	Yes

You can set the log level in table T77S0, [Group SFEC](#), [Semantic Abbreviation \(Sem.abbr.\) LGLVP](#) by entering the respective log level number.

24.5 Deleting Expired Business and Technical Logs Using SLG2

Improve the performance for replication of the employee master data by deleting older logs.

Context

To improve the performance for replication of the employee master data, we recommend that you delete all business and technical logs older than 90 days.

Procedure

1. Go to transaction `SLG2` (Application Log: Delete Expired Logs).
2. On *Expiry Date*, leave the default of *Only logs that have reached their expiry date*.
3. Under *Select Conditions*, define the logs you want to delete by selecting a range of *Log numbers* or enter a date range.
4. For *Options*, you can choose to delete those logs immediately, schedule a background job for deletion, or generate a list if you want to review the logs before deleting.
5. Choose *Execute*.

24.6 Using Web Services Utilities (SRTUTIL)

The error log in the transaction SRTUTIL (Web Service Utilities) displays point-to-point replication errors.

Context

Replication messages are first received by the Web Service Framework. The system performs a technical check on the compliance of the received message with the XML schema that is required by the inbound service interface. The Web Services Utilities (SRTUTIL) provides the means to monitor point-to-point (PTP) replication errors.

→ Tip

You can use the ABAP dump analysis tool (transaction ST22) to list the relevant short dumps and ABAP runtime errors that have occurred in an ABAP system.

Procedure

1. Sign on to Employee Central Payroll
2. Go to transaction SRTUTIL.
3. Open the error log to display the errors identified by the utility.
4. Open the message monitor for transaction SRTUTIL.
5. On the selection screen, enter **EmployeeMasterDataBundleReplicationRequest_In** for PTP replication.
6. Choose appropriate entries for the timestamp fields. Every received replication message is logged.
7. Double-click a message to display its content. You can also choose to display the message as an XML.

Results

Use the results to identify errors in point-to-point replication.

24.7 Using the Consistency Check Report for Replication Data

You run this report to identify potential inconsistencies caused by an interruption during the replication, and solve them.

Context







With this report, you can analyze the log information from the Employee Central Payroll system and compare it with information from the Data Replication Monitor in Employee Central.

Note

This report doesn't support a full comparison of Employee Central and Employee Central Payroll data.

Procedure

1. Go to [Consistency Check Report for Replication Data](#) in the Employee Central Payroll system by using transaction HRSFEC_REPL_CONSIST.

To access this report on the SAP Easy Access screen, choose  [Human Resources](#)  [Personnel Management](#)  [Employee Central Payroll](#)  [Master Data Replication](#)  [Tools](#) .

2. Select [Master Data Replication](#) and/or [Time Data Replication](#) according to your needs.

3. Select the period in which you want to identify inconsistencies between both systems.
4. Choose [Execute](#) to access the result list.
5. To solve inconsistency caused by data replicated partially from Employee Central to Employee Central Payroll, proceed as follows:
 - For [Master Data Replication](#): Select [Reprocess](#) to restart the replication process.
 - For [Time Data Replication](#): Select [Show Details](#) to get a list of User IDs and their corresponding [Time Data Proxy Creation Job](#) from Employee Central.
6. You can show the details of the inconsistencies in the list and, if necessary, also download it.

24.8 SAP Cloud ALM For Employee Central Payroll





SAP Cloud ALM (CALM) is a cloud-based application lifecycle management offering that allows you to implement and operate your Employee Central Payroll systems.

Prerequisites

Before monitoring your Employee Central Payroll systems and business processes with SAP Cloud ALM, follow the setup instructions described in the [Setup and Administration for SAP Cloud ALM](#) guide.

Using SAP Cloud ALM In Employee Central Payroll

SAP Cloud ALM supports Employee Central Payroll for the following operational activities:

- Integration and Exception Monitoring. For more information, refer to [Integration & Exception Monitoring](#)  at the Expert Portal.
- Job and Automation Monitoring. For more information, refer to [Job & Automation Monitoring](#)  at the Expert Portal.
- Real User Monitoring. For more information, refer to [Real User Monitoring](#)  at the Expert Portal.
- Health Monitoring. For more information, refer to [Health Monitoring - Content](#) .

25 Employee Central Payroll on the Home Page

Employee Central Payroll includes the following features on the home page.

Name	Description	Where Shown	When Shown	Prerequisites	On Mobile App?
Complete Payroll Tasks	Takes you to your Payroll tasks.	Quick Actions	Always shown, based on system configuration and user permission.	<ul style="list-style-type: none">You have Payroll Administration permission.You have Edit permission for MDF object "PayrollData-Maintenance-Task"It's selected at Manage Home Page Quick Actions.	No

Name	Description	Where Shown	When Shown	Prerequisites	On Mobile App?
View My Pay Statement	Enables you to view key payslip information or download your pay statement, directly from the home page.	Quick Actions	Always shown, based on system configuration and user permission.	<ul style="list-style-type: none"> Employee Central Payroll is enabled. You have Payroll Self Service permission. Pay statement (direct) is configured Synchronization Support Package EA-HR SP86 is installed in your Employee Central Payroll system. It's selected at Manage Home Page Quick Actions. 	Yes

i Note

If you have Employee Central Payroll and [Payroll Self Service](#) permission, but pay statement (direct) **isn't** configured or the required support package **isn't** installed, the quick action is visible but doesn't work correctly. To hide it, go to [Manage Home Page](#).

Name	Description	Where Shown	When Shown	Prerequisites	On Mobile App?
				Quick Actions	
Off-Cycle Payment	Enables you to view information about an off-cycle payment you received. Links you to details.	For You Today	<p>Appears when you receive an off-cycle payment.</p> <p>Disappears after five days from the date on which it is displayed.</p>	Synchronization Support Package EA-HR SP86 is installed in your Employee Central Payroll system.	No

Related Information

[Home Page](#)

26 Employee Central Payroll Quick Actions in the SAP SuccessFactors App

Learn about Employee Central Payroll quick actions available through the SAP SuccessFactors app in Microsoft Teams.

Prerequisites

- You've enabled the SAP SuccessFactors app for Microsoft Teams.
- You have an Employee Central Payroll license.
- Pay Statement (direct) integration is enabled in your Employee Central instance.
- Synchronization Support Package EA-HR SP86 or above is installed in your Employee Central Payroll system.
- [View My Pay Statement](#) is enabled in [Admin Center](#) > [Manage Home Page](#) > [Quick Actions](#).
- Users have the [User Permissions](#) > [General User Permission](#) > [User Search](#) permission and are included in the target population.
- Users must not have the [Administrator Permissions](#) > [Manage User](#) > [Employee Export](#) permission. If users have this permission, they must be included in the target population.

Quick Actions

Name	Description
View My Pay Statement	Displays users' basic payroll information such as payout amount, gross amount, and pay date. Takes users to their SAP SuccessFactors system to view pay statement details and pay history.

Related Information

[Enabling the SAP SuccessFactors App for Microsoft Teams](#)

[How-To Video: View My Pay Statement in Microsoft Teams](#)

Change History

Learn about changes to the documentation for Implementing Employee Central Payroll in recent releases.

2H 2023

Type of Change	Description	More Info
January 19, 2024		
Changed	We've updated the content related to action objects for solutions and step links and subsequent instructions for using these solutions and step links for Payroll Control Center.	Actions for Solutions and Step Links [page 571] Configuring Actions in Configuration Workbench [page 573] Configuring Validation Rules in Manage Configuration [page 470] Configuring Validation Rules in Configuration Workbench [page 579] Configuring Step Templates [page 599]
November 10, 2023		
New	We've improved the processing of Employee Master Data Replication for High-Load Scenarios	Using the Application Log (SLG1) [page 958]
Added	We've added information about "View My Pay Statement" action search and updated the mobile screenshots to reflect the new design.	Pay Statement [page 868]
October 20, 2023		
Changed	We've updated the content of this section.	Recommended Practices For Employee Master Data Replication [page 279]
Changed	We have moved the Change History to the end of the guide.	Introduction to Implementing Employee Central Payroll [page 13]
Added	We've added a new section about Employee Central Payroll quick actions available through the SAP SuccessFactors app in Microsoft Teams.	Employee Central Payroll Quick Actions in the SAP SuccessFactors App [page 967]

1H 2023

Type of Change	Description	More Info
September 15, 2023		



Type of Change	Description	More Info
Added	We added recommended practices for replicating employee master data.	Recommended Practices For Employee Master Data Replication [page 279]
July 21, 2023		
Changed	Updated the content structure about implementing analytics and subsequent steps in Payroll Control Center using Manage Configuration .	Subsequent Steps for Implementing Payroll Control Center [page 501]
May 12, 2023		
New	Added the object type Action in Configuration Workbench of Payroll Control Center to configure solution links and step links.	Actions for Solutions and Step Links [page 571]
New	Added new expression ReadData in Manage Configuration of Payroll Control Center.	Supported Expressions in Manage Configuration [page 405]
New	Avoid Split of Master Data Records When Moving Full Transmission Start Date	Using the Full Transmission Start Date [page 140]
New	The application log now contains data about push replication.	Setting Up the Push Replication in Employee Central [page 154] Using the Application Log (SLG1) [page 958]
April 28, 2023		
Changed	Added information about using the user's logon language (instead of the batch user's logon language) to display the texts of the Key Indicator or Details columns in My Alerts in Payroll Control Center.	Maintain General Settings [page 697]
Added	Added information about the Central Daemon Report for managing centrally the daemon jobs of different systems for Payroll Control Center.	Managing Daemon Jobs Centrally for Payroll Control Center [page 699]
Changed	Updated the image about the business process of using Payroll Control Center.	Use Payroll Control Center [page 761]
Changed	Updated information that changes to solutions now take immediately in Payroll Control Center.	Important Notes for Updating Saved Objects in Configuration Workbench [page 542]
Changed	Added new countries to the list of countries for which, the replication of Work Permit is enabled by default.	Work Permit - Infotype 0185 [page 267]
Changed	Added extra notes at the end of the topic.	Single Employee Central to Multiple SAP Payroll Configuration Based on Legal Entity Split [page 69]

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