SAP SuccessFactors

PUBLIC

SAP Best Practices for SAP SuccessFactors Employee Central Payroll

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Payroll and Post Payroll Processing: Test Script

THE BEST RUN

Content

1 Payroll and Post Payroll Processing

The payroll process runs at a specific point in time, not only to calculate an employee's basic remuneration but also any special payments, overtime payments, or bonuses that must take effect in the period in question.

This scenario describes the typical steps to process payroll for employees in SAP SuccessFactors Employee Central Payroll using data replicated from SAP SuccessFactors Employee Central. It consists of the steps that prepare the payroll run, the payroll run itself, the creation of payment data, printing of employee pay statements, and finally posting to financial accounting.

The end-users have two options to execute this scenario:

- **Option 1**: using the classical payroll-related transaction codes starting from the Employee Central Payroll menu;
- **Option 2**: using the SAP Payroll Control Center, in case it has been integrated in Employee Central. In this case, payroll and post-payroll processing can be executed in Employee Central, which calls the Employee Central Payroll system via the Payroll Control Center screen, which is exposed through a gateway.

> **i Note**
>
> Within this document, **Option 1** will be described in detail. For **Option 2** we give only a high-level description; note that there exists an **SAP Best Practices for SAP Payroll Processing control center**, in which you can find a detailed description of executing payroll and post-payroll processing using the SAP Payroll Control Center.

This document provides a detailed procedure for testing the scope item **Payroll and Post Payroll Processing** after solution activation, reflecting the predefined scope of the solution. Each process step, report, or item is covered in its own section, providing the system interactions (test steps) in a table view. Steps that are not in scope of the process but are needed for testing are marked accordingly. Project-specific steps must be added.

2 Prerequisites

This section summarizes all prerequisites to conducting the test in terms of systems, users, master data, organizational data, and other test data and business conditions.

System Access and Roles

The test is conducted in the following systems:

System	Details
SAP SuccessFactors Employee Central	<Provide details on how to access system, for example system client or URL>
SAP SuccessFactors Employee Central Payroll	<Provide details on how to access system, for example system client or URL>

> **Note**
>
> In the following, we will use the following abbreviations for the systems:
>
> - **SAP SuccessFactors Employee Central** will be referenced as **Employee Central**.
> - **SAP SuccessFactors Employee Central Payroll** will be referenced as **Employee Central Payroll**.

Use the following standard test users or assign roles to testers, respectively:

Business Role	Business Role Description	Business Role ID	Log On
Payroll Administrator	A person who performs in SAP SuccessFactors Employee Central Payroll all payroll tasks carried out at the employee level.	None delivered	Test user: **<userid>** Password: **<password>**
HR Administrator	A person who performs in SAP SuccessFactors Employee Central all tasks that relate to the administration of employees.	For testing purposes, only: SAP BestPractices Super Admin	Test user: **<userid>** Password: **<password>**
Employee	A person who contributes to the creation of goods or services for a company. He or she is bound by instructions and obliged to adhere to the company's policies and regulations.	SAP BestPractices Employee (Self Service for EC)	Test user: **<userid>** Password: **<password>**

Master Data, Organizational Data, and Other Data

The enterprise structure and master data of your company has been created in your SAP SuccessFactors Employee Central instance. The enterprise structure reflects the structure of your company and includes the company, cost center and location in the system. The master data represents the employees of your company and has been replicated to SAP SuccessFactors Employee Central Payroll.

> **Note**
>
> In case SAP SuccessFactors Employee Central is not yet in place, note that there exists a best practice for **SAP SuccessFactors Employee Central**, which can be used as starting point for implementing SAP SuccessFactors Employee Central.

Business Conditions

Before this scope item can be tested, the following business conditions must be met.

	Business Condition	Comment
1.	The employee's master data record has been replicated successfully to SAP SuccessFactors Employee Central Payroll. Payroll-relevant data has been maintained for the employee.	To obtain this, complete the appropriate steps described in test script Update Payroll-Relevant Data.
2.	If appropriate, short-term absence data for a particular payroll period have been maintained and replicated successfully to SAP SuccessFactors Employee Central Payroll.	To obtain this, complete the appropriate steps described in test script Replicate Absence Data.
3.	For employees of subgroup *Hourly* the worked hours as maintained by them in a 3rd party time management system have been passed to the SAP SuccessFactors Employee Central Payroll system, populating infotype 2010 (**Employee Remuneration Info**).	This business condition is relevant if your company uses a 3rd Party Time Management application integrated with SAP SuccessFactors Employee Central Payroll. **Caution:** The integration to 3rd Party Time Management is not in scope of this SAP best practices.
4.	The employee, if eligible, has been enrolled in saving plans. Appropriate data has been maintained in the SAP SuccessFactors Employee Central Payroll system.	To obtain this, complete the appropriate steps described in test script Manage Third-Party Benefits.

> **→ Recommendation**
>
> It is recommended to hire several employees, with different employee classes, employment types, pay groups, and so on. Having this, you can consider different combinations of change in job and compensation information, and time off. This ensures a payroll and post payroll processing that fulfills your company's needs as much as possible.

2.1 Preliminary Steps

2.1.1 Maintain Cost Distribution (Optional)

Use

In the infotype **Cost Distribution** (0027), you can determine how costs for an employee are to be distributed to different account assignment objects.

For employees to process through payroll successfully, they must be assigned to a cost center. Typically, the employee inherits a cost center through his or her assignment in the organizational structure. However, if an employee without an organizational assignment must be processed through payroll, a cost center can be assigned to the employee using infotype 0027.

For example, if retirees are to be paid via payroll and they do not hold a position with the company they do not inherit a cost center. In this case, to run the retirees' payroll you can assign the cost center using infotype 0027.

Prerequisites

Company codes have been replicated from Employee Central, and cost centers have been replicated from SAP FI/CO.

Procedure

1. Access the transaction in Employee Central Payroll using one of the following options:

Transaction Code	Employee Central Payroll Menu Path
PA30	*Human Resources* > *Personal Management* > *Administration* > *HR Master Data* > *Maintain*

2. On the *Maintain HR Master Data* screen, make the following entries:

Field Name	User Action and Values
Personnel no.	`<employee's personnel number>`

Field Name	User Action and Values
Infotype	**0027**

3. Choose the *Enter* key.
4. Choose the *Create* icon.
5. On the *Create Cost Distribution* (Infotype 0027) screen, make the following entries:

Field Name	Description	User Action and Values
Start	Start date of new record	**<start date>**
To	End date of new record	**<end date>** If there is no end date, leave as *12/31/9999*.
Distrib.	Costs to be distributed	Enter **01**, or select **01 Wage/salary** from dropdown
CoCd	Company Code	Enter **US01**, or select **US01** from dropdown
Cost Ctr	Cost Center	**<cost center>**
Pct.	Weighting Percentage: This field contains a percentage which is used to weight the assignment of object characteristics for one or more objects. Example A person's working time is divided equally between two positions. In this field, you could enter a 50% assignment of working time.	**100**

6. Choose the *Enter* key to check the entries.
7. Save your entries. The system accepts the data and completes the new record.
8. Repeat activities # 2 to #7 for other employees, as required, too.

Result

The employee's cost distribution record is created.

2.1.2 Maintain Payroll Control Record

Purpose

⚠ Caution

In a production system, the payroll control record should only be created for the payroll area for the first pay period in which the payroll is run; this being the reason of describing it as preliminary step and not as process step within the business process. Subsequently, the payroll control record should always advance through the Payroll process.

The control record enables the system to determine for what period a particular payroll area is being processed. Depending on the characteristics of the payroll area (such as the frequency and whether you are processing payroll as current, in advance or in arrears), this may not translate directly to the existing system data.

In addition, the control record keeps the information how far back SAP SuccessFactors Employee Central Payroll can process prior periods.

The payroll control record has the following functions:

- It locks the personnel numbers for which payroll is processed against master data changes that affect the payroll past or present.

It makes the following information available for the system:

- The current payroll period for which regular payroll should be processed
- Date to which retroactive accounting can be performed
- Payroll Status (for example, *Released f. Payroll* or *Check Payroll Results*)

When you release payroll, the system automatically forwards the pay period to the current pay period (for example, from *01 2019* to *02 2019*).

If you use **Start payroll**, **Corrections** or **Exit payroll** via the Employee Central Payroll Menu path, the system automatically changes the payroll status in the payroll control record.

i Note

1

The payroll areas relevant within this document are the following:

- `UM (HR-US: Monthly)`
- `US (HR-US: Semi-monthly)`
- `UW (HR-US: Weekly)`
- `UX (HR-US: Bi-weekly)`
  For payroll area `UN (HR-US: Non-Payroll)`, payroll will not be run, therefore it is not taken into consideration.

> **i Note**
>
> 2
>
> When describing the process steps procedures in chapter **Test Procedures** of this document, we consider value **`UM (HR-US: Monthly)`** as concrete example for the payroll area. The procedures for the other payroll areas are the same as for this concrete payroll area.

Procedure

1. Access the transaction in Employee Central Payroll using one of the following options:

Transaction Code	Employee Central Payroll Menu Path
PA03	*Human Resources* > *Payroll* > *Americas* > *USA* > *Tools* > *Control Record*

2. On the *Payroll control record* screen, make the following entry:

Field Name	Description	User Action and Values
Payroll area	Payroll area for which the payroll control record should be set.	select **UM** (meaning **HR-US:Monthly**)

Choose the *Enter* key.

3. To set the payroll control record to the appropriate payroll period for testing, the existing record must be deleted and then recreated. On the *Payroll control record* screen, choose *Delete*.
4. Create the payroll control record for the selected payroll area, by choosing *Create*. For example, if you need to process a monthly payroll for pay period 01 2019, you choose **01 2019**.
5. On the *Payroll control record* screen, make the following entries:

Field Name	User Action and Values
Payroll period	**<last payroll period>**; for example, if payroll period *03* is being processed, enter payroll period **02**
Earliest retro acctg period	enter as appropriate

6. Save your entries.

> **⚠ Caution**
>
> **In a production system, activities #3 to # 6 should be executed only once to set the payroll control record for the first period being processed after go-live.**

7. To change the payroll area status, use one of the below options:
   Option 1: Choose *Change*. Choose *Released f. Payroll* to change the status of the payroll control record accordingly. The *Pay period* field shows the period for which payroll is to run. Save your entries to process the appropriate pay period.
   Option 2: In the **Employee Central Payroll** Menu navigate to *Human Resources* > *Payroll* > *Americas* > *USA* > *Payroll* > *Release payroll* and on the upcoming *Release for payroll* dialog box choose *Yes*.
8. Repeat activities # 2 to # 7 for all other relevant payroll areas (refer to Note 1 [page 9] above).

Result

The payroll control record has been created and released for the selected payroll area(s).

3 Overview Table

The scope item **Payroll and Post Payroll Processing** consists of several process steps provided in the table below.

Process Step	Business Role	Transaction	Expected Results
Execute Payroll Simulation Run [page 17]	Payroll Administrator	PC00_M10_CALC_SIMU	The payroll simulation run has been executed to reveal possible errors in the payroll-relevant data records of employees.
Release Payroll Area for Correction (Optional) [page 21]	Payroll Administrator	PC00_M99_PA03_CORR	The payroll area has been released for correction.
Correct Payroll-Relevant Master Data and/or Time Data (Optional External Process Step) [page 22]	HR Administrator	Company Instance URL	Payroll-relevant master and/or time data has been corrected.
Trigger Employee Master Data Replication (Optional) [page 23]	HR Administrator	Company Instance URL	The replication of the intentionally corrected master data has been triggered. As a result, the employee's master data record is updated in Employee Central Payroll.
Set Payroll Area [page 25]	Payroll Administrator	PC00_M99_ABKRS	The relevant payroll area has been set for further processing.
Release Payroll Area [page 26]	Payroll Administrator	PC00_M99_PA03_RELEA	The relevant payroll area has been released for further processing.
Execute Payroll Run [page 27]	Payroll Administrator	PC00_M10_CALC	The productive payroll run has been executed.
Release Payroll Area for Corrections (Optional) [page 30]	Payroll Administrator	PC00_M99_PA03_CORR	The payroll area has been released for correction.
Correct Payroll-Relevant Master Data and/or Time Data (Optional External Process Step) [page 31]	HR Administrator	Company Instance URL	Payroll-relevant master and/or time data has been corrected.
Trigger Employee Master Data Replication (Optional) [page 32]	HR Administrator	Company Instance URL	The replication of the intentionally corrected master data has been triggered. As a result, the employee's master data record is updated in Employee Central Payroll.
Release Payroll Area for Payroll Correction Run (Optional) [page 33]	Payroll Administrator	PC00_M99_PA03_RELEA	The payroll area has been released for correction run.

Process Step	Business Role	Transaction	Expected Results
Execute Payroll Correction Run (Optional) [page 34]	Payroll Administrator	PC00_M10_CALC	The payroll correction run has been executed.
View Payroll Results [page 36]	Payroll Administrator	PC_PAYRESULT	Payroll results have been displayed.
Delete Payroll Results (Optional) [page 38]	Payroll Administrator	PU01	The payroll results for an employee who should not have been included in the payroll run have been deleted.
Execute FI Posting Simulation Run [page 40]	Payroll Administrator	PC00_M99_CIPE	Simulation General Ledger posting documents have been created.
Execute Third-Party Remittance Simulation Run [page 43]	Payroll Administrator	PC00_M99_URME	The simulation of third-party remittance tables to be updated within the organization has been executed.
Create Test Payment Data Using Preliminary Program Data Medium Exchange [page 46]	Payroll Administrator	PC00_M10_CDTC	A test run for payment data has been executed.
Exit Payroll [page 49]	Payroll Administrator	PC00_M99_PA03_END	The payroll control record shows status *Exit Payroll*.
View Remuneration Statement [page 50]	HR Administrator	Company Instance URL	Remuneration statements of one or more employees have been viewed.
View my Remuneration Statement [page 52]	Employee	Company Instance URL	The own remuneration statement has been viewed.
Create Payment Data Using Preliminary Program Data Medium Exchange [page 54]	Payroll Administrator	PC00_M10_CDTC	Payment data has been created.
Create Direct Deposit Test File [page 58]	Payroll Administrator	PC00_M99_FPAYM	Before creating the direct deposit file to be sent to the bank, a test run of the file creation is executed.
Create Direct Deposit File [page 61]	Payroll Administrator	PC00_M99_FPAYM	Direct deposit file to be sent to the bank has been created.
Execute FI Posting Run [page 65]	Payroll Administrator	PC00_M99_CIPE	A posting document, which is to be transferred to FI, has been created.
Process FI Posting Run (Process Step Outside of Scope Item Scope) [page 68]	Payroll Administrator	PCP0, not in scope of this best practices	All posting documents have been released and posted.
Execute Third-Party Remittance Run [page 69]	Payroll Administrator	PC00_M99_URME	The document for third-party remittance has been created.

Process Step	Business Role	Transaction	Expected Results
Execute Third-Party Remittance Posting Run [page 71]	Payroll Administrator	PC00_M99_URMP	Remittances in the form of a sequence of documents have been created and are ready to be released to FI.
Follow-Up Activities in Third-Party Remittance Processing (Outside of Scope Item Scope) [page 74]	Payroll Administrator	not in scope of this best practices	All third-parties to which tax, garnishment, membership or benefits payments are owed have been paid. The amounts have been posted to the appropriate general ledger, subledger and bank accounts in FI/CO.

4 Test Procedures

This section describes test procedures for each process step that belongs to this scope item.

> **i Note**
>
> When describing the process steps procedures in this chapter, we consider value **`UM (HR-US: Monthly)`** as concrete example for the payroll area. The procedures for the other payroll areas are the same as for this concrete payroll area. Feel free to use during testing any other payroll area delivered within this SAP best practices.

Employee personnel master data and time data, and possibly benefits data, is maintained for all employees within the payroll period timeframe. The payroll process runs at a specific point in time, not only to calculate an employee's basic remuneration but also any special payments, overtime payments, or bonuses that must be effected for the period in question.

A high-level overview of the payroll process is below:

- Run payroll in simulation mode to view any possible errors.
- Release the control record for appropriate payroll area.
- Execute the payroll run. The system accesses a country-specific payroll program. It determines the current payroll period from the payroll control record and performs payroll using the values you entered in the payroll program.
- Check whether payroll has run correctly or determine where errors have occurred. If the payroll has errors, the system displays error messages indicating where the errors have occurred. If desired, you can obtain a detailed payroll log. However, we recommend that you only create a payroll log during simulation of the payroll run.
  If there are errors, put the payroll area into *Correction* mode. You correct master data or time data for personnel numbers that contain errors and which the payroll program could not process. During the payroll run, the system flags the *Payroll correction* checkbox in the **Payroll Status** infotype (0003) for all rejected personnel numbers. When you correct master data or time data for a personnel number, this field is also flagged if your control record is in status *Released for Correction*, since there has been a change to the current data and payroll needs to be rerun for these individuals. These personnel numbers are grouped together in a list under the search help *W* (also called *Payroll correction run*). In a payroll correction run (a payroll run with search help matchcode *W*), payroll only takes place for the corrected personnel numbers.
- Release payroll again. The payroll period does not change.
- Perform a payroll correction run. If there are many employees stored in search help *W* (*Payroll correction run*), you perform this step as a background job in the same way that you performed the payroll run step. If you only have to run payroll again for a few employees, you can perform this step online.
- Simulate the posting to Accounting.
  The system tests your posting run for accuracy and balances and verifies the accounts. If everything is correct, you are able to post to accounting in production mode.
- Simulate Third-Party Remittance
- Create the remuneration statements (pay statements).
- Exit payroll.

This step concludes the payroll process and allows you to run posting to accounting and third-party remittance in production mode. All employees pay must have been verified and correct before you exit payroll. This step is critical, since after you have run posting to accounting or bank transfer, you cannot go back to the status *Released for Payroll* for the current pay period.

- Post to Accounting in production mode.
  This step allows you to create the relevant documents and post to general ledger.
- Process FI Posting Run.
  This step allows you to transfer your posting run of the released documents to Finance.

> ⚠ Caution
>
> A prerequisite for executing this process step successfully is the integration between the Employee Central Payroll system and the SAP Finance system. As this integration is not in scope of the present SAP best practices, this process step is out of scope, too.

- Third-Party Remittance
  The Third-Party Remittance process involves the transfer of financial posting data from HR to FI/CO accounts. The third-party remittance component generates actual physical payments in the form of bank transfers or checks. However, third-party remittance differs from the FI/CO Transfer component in one critical way - it exclusively handles posting and payment information for external payees, such as tax authorities, garnishment recipients and benefits providers.

> ⚠ Caution
>
> Some basic configuration for executing third-party remittance is provided through the activation content of this SAP best practices.

A successful execution of Third-Party Remittance requires the existence of payee data in the system, as well as the integration to the Finance system. The present SAP Best Practices package does not deliver any payees with this solution, neither is the integration setup to the Finance system in scope. Therefore, the process steps to be executed within third-party remittance are listed only high-level below.

- Evaluate Third-Party Remittance in production mode
  Third-party remittance/AP posting allows you to post payments to accounts payable for third-party vendors. Taxes, benefits and garnishments are sent out to different vendors or authorities. During payroll processing, various deductions are calculated. These deductions need to be remitted according to a remittance rule. Third-party remittance allows you to schedule these payments accordingly.
- Process Third-Party Remittance Posting Run
  This step takes the accumulations from the step before and posts the relevant data to accounts payable.
- Reconcile Postings
  This report produces a list of all third-party remittance items that have been evaluated, posted, or paid. The list also contains information confirmed by FI, such as receipt of the posting, acknowledgement/payment of the posting and payee item details.
- Create Third-Party Remittance Payment
  The execution of third-party remittance creates payables to vendors. In this step, the payables are picked up and payments to the vendors are generated.
- Run Remittance Completeness Check
  This program does the following:
  - Employees and payroll results that have not been evaluated
  - All payee items that have been evaluated but not posted to FI

- All posting runs in transaction *PCP0* (*Display posting runs*) that have not been released.

> ℹ Note
>
> **In case the Payroll Control Center is integrated in Employee Central**, instead of accessing the **Employee Central Payroll** Menu, the end-users can execute the payroll and post payroll processing directly in the Employee Central system. This system calls the Employee Central Payroll system, via the Payroll Control Center screen, which is exposed through a gateway.

When using the Payroll Control Center, three pre-configured processes are delivered, each of which contains a certain number of sequential process steps to be executed:

- Team Monitoring: the process designed for creating test payroll results and running policies (these being groups of validation rules), which are based on real payroll results. The alerts issued during this phase can be assigned to specified administrators for resolution, or the administrators can assign them to themselves from the list of alerts. By taking care of all alerts appearing during this phase, the perfect payroll data will be achieved for the productive payroll run. Basically, process steps Execute Payroll Simulation Run [page 17] to Release Payroll Area [page 26] within this document would be covered by this preconfigured process.
- Production Payroll: the process designed for running the productive payroll, as well as the posting simulation run. In case alerts are issued during this phase, they can be assigned to specified administrators for resolution, or the administrators can assign them to themselves from the list of alerts. The alerts need to be solved before conclude the payroll processing. Basically, process steps Execute Payroll Run [page 27] to Exit Payroll [page 49] (except **Execute Third-Party Remittance Simulation Run**) within this document would be covered by this preconfigured process.
- Posting to Finance: the process designed for executing the post payroll processing activities. Basically, process steps Create Payment Data Using Preliminary Program Data Medium Exchange [page 54] to Process FI Posting Run (Process Step Outside of Scope Item Scope) [page 68] within this document would be covered by this preconfigured process.
  As mentioned in chapter **Test Description**, in this document we give in the **More Information** only a high-level description of executing the payroll and post payroll processing within the Payroll Control Center. Note that for a detailed description you can refer to the SAP Best Practices for SAP Payroll Processing control center.

4.1 Execute Payroll Simulation Run

Purpose

The Payroll Administrator simulates payroll for individual employees or all employees before performing the actual regular payroll run in the enterprise. He or she can also simulate payroll for individual employees at any time during the regular payroll process to trace the cause of any errors.

→ Recommendation

We recommend that you run this during the pay period to identify and fix master and time data issues before regular payroll is processed. In this way, sources of errors are recognized early in order to make corrections before the regular payroll run.

Prerequisites

The employee must be hired, and master data maintained.

Procedure

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail
1.	**Log on as Payroll Administrator**	Access the **Employee Central Payroll** Menu and navigate to *Human Resources* > *Payroll* > *Americas* > *USA* > *Payroll* > *Simulation* or enter transaction code **PC00_M10_CALC_SIMU**.	The *Payroll Driver (USA)* screen is displayed.	
2.	**Enter Payroll Period Data**	Make following entries in the *Payroll period* section of the screen: *Payroll area*: select **UM(HR-US:Monthly)** and choose *Enter*. i Note The payroll area from the previous step is provided as default. *Current period*: The system displays the current period automatically. i Note The user should verify if the control record is set correctly. This field checks the control record and determines the current pay period. The current pay period is grayed out. *Other period*: **for simulation purposes, only,** you may check the radio button and enter the time period to process (other than the current pay period).		

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail
3.	**Enter Selection Criteria**	Make following entries in the *Selection* section of the screen: *Personnel Number*: **For simulation purposes, only**, you may also enter valid personnel numbers. You can choose between individual personnel numbers or a range of personnel numbers. Otherwise, leave empty to run it for all employees in that payroll area. ℹ Note In case of reruns, you might consider using the search help *W*. *Payroll area*: If not defaulted, use value help to select **`UM(HR-US:Monthly)`**		
4.	**Enter General Program Control Data**	Make following entries in the *General program control* section of the screen: *Reason for Payroll*: leave empty unless processing an off-cycle payroll *Off-cycle payroll*: leave empty unless processing an off-cycle payroll *Schema*: **`YUS0`** *Forced retro.accounting as of*: leave empty *Test run (no update)*: defined as default, cannot be changed ℹ Note No update to the payroll results is produced. You can verify the results in the *Log* display.		
5.	**Enter Log Display Option**	Make following entries in the *Log* section of the screen: *Display Log*: Flag the checkbox in case you want to verify the payroll process in detail. The entire sequence of schema and rule processing is displayed in the output log. Also, the operations and the individual process steps are displayed. ⚠ Caution Productive runs should always have the *Display Log* field disabled, since it produces a large print file and dramatically increases runtime. *Display variant for log*: You can only define a display variant after you have run payroll and displayed the log. During log display, choose *Settings* and make the appropriate settings for the log tree, detail view, log search, and global parameters. Save this value as a variant.		

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail
6.	**Enter Remuneration Statement Parameters**	Select one of the following fields in the *Remuneration statement parameters* section of the screen: *Display variant Remun. Statement*: check radio button if you want to view the remuneration statement and enter **`YUS_HR_US_OC_M`** *No remuneration statement*: check radio button if remuneration statement is not required		
7.	**Execute Test Payroll Processing**	Choose the *Execute* pushbutton to begin payroll processing in test mode.	The *Display Log Tree* screen is displayed.	
8.	**View Pay Statement**	If the *Remuneration Statement* option was selected, you can view the pay statement in the *Display Log Tree* screen. Proceed as follows: • In case the *Display Log* checkbox has been flagged, too, position the cursor on the *Successful personnel numbers* in the *Payroll Log* and select the *Display Form* icon. On the *Display form for...* dialog box, flag the checkbox next to the employee(s) of interest and choose the *Copy (Enter)* icon. On the *Layout Set Display* screen the pay statements are displayed. Check them for correctness. • In case the *Display Log* checkbox has not been flagged, the pay statements are displayed directly on the *Layout Set Display* screen.		

i Note

A variant for remuneration statement for each of the other payroll areas has been created, too, as part of the activation program. Depending on the payroll area chosen, select for the *Display variant Remun. Statement* field one of the following values:

- **`YUS_HR_US_OC_S`** for **`US (HR-US: Semi-monthly)`**
- **`YUS_HR_US_OC_W`** for **`UW (HR-US: Weekly)`**
- **`YUS_HR_US_OC_X`** for **`UX (HR-US: Bi-weekly)`**

Result

Payroll results are simulated for the employee the pay period selected. A successful payroll run can be determined as follows:

- The user can scroll down to the bottom of the payroll log and verify the total number of employees and payroll periods that were processed successfully. The number of periods includes each retro period and as such cannot be reconciled against the number of employees.

In this case, continue in the process execution with process step Set Payroll Area [page 25] and subsequent.

- If there were any employees that did not process, they display under *Rejected*. These employees have an error message associated to them in the *Payroll* log. This message helps you determine what changes must be made to the employee record to allow the payroll program to successfully complete a result for the employee. The only way to change the employee master record or time data is to release the payroll area for correction.
  In this case, continue in the process execution with process step Release Payroll Area for Correction (Optional) [page 21] and subsequent.

4.2 Release Payroll Area for Correction (Optional)

Purpose

If in the payroll simulation run not all employees were processed correctly, the master data and/or time data of these employees needs to be corrected. For this, the Payroll Administrator releases the payroll area for correction first.

Prerequisites

The payroll simulation run was executed and revealed errors, and payroll control record is in *Released f. Payroll* mode.

Procedure

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail
1.	**Log on as Payroll Administrator**	Access the **Employee Central Payroll** Menu and navigate to *Human Resources* > *Payroll* > *Americas* > *USA* > *Payroll* > *Corrections* or enter transaction code **PC00_M99_PA03_CORR**.	The *Payroll area* dialog box opens.	

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail
2.	**Enter Payroll Area**	On the *Payroll area* dialog box, confirm the payroll area that is set to corrections mode.		
3.	**Confirm Correction Mode**	Choose *Continue (Enter)* to confirm the correction of payroll.	The employee records are now released for maintenance. The user can make necessary corrections to employee records. You return to the *Employee Central Payroll* initial screen.	

4.3 Correct Payroll-Relevant Master Data and/or Time Data (Optional External Process Step)

Generic External Process Step

Purpose

The Payroll Administrator corrects master data or time data for personnel numbers that contain errors and which the payroll program could not process.

Prerequisite

The payroll simulation run was executed and resulted in errors for some of the employees. The payroll control record is in status *Rel. f. Correction*.

Procedure

Review the error message associated to the rejected employees in the *Payroll* log and correct the employee data based on that message.

> **i Note**
>
> **In case the Payroll Control Center is integrated in Employee Central**, the alerts revealed by the Team Monitoring preconfigured process are assigned to payroll administrator(s). The payroll administrator solves the alerts. To achieve this, the procedure is as follows:

- Log on to **Employee Central** as a *Payroll Administrator*.
- Select from the *Home* dropdown *Payroll*. You will be requested to enter your login data to the **Employee Central Payroll** system.
- Go to the *My Alerts* screen to check the errors assigned to you for solving.
  - You can also go to the *Unassigned Alerts* screen to assign errors for solving to yourself.
- Solve the error; you can refer to the test script of scope item Manage Payroll Processes and Analyze Payroll Anomalies Using the PCC from the SAP Best Practices for SAP Payroll Processing control center.

4.4 Trigger Employee Master Data Replication (Optional)

Purpose

During payroll processing the replication of employees from the Employee Central system to the Employee Central Payroll system is restricted. This is the case if one of the involved Employee Central Payroll payroll areas is in status *released for correction*. So, in case employee(s) master data has been intentionally corrected in Employee Central (like for example incorrect bank details in the payment information), the system stops during the scheduled job in the middleware system the replication of the current employee. Instead, the HR administrator needs to trigger the replication manually.

> i Note
>
> Employee master data that has been maintained directly in Employee Central using the mash-up UI in Employee Central is of course excluded from replication, as it is directly saved in Employee Central Payroll.

Prerequisites

Payroll control record is in status *Rel. f. Correction* and employee master data has been maintained in Employee Central.

Procedure

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail
1.	**Log on**	Log on to **Employee Central** as an *HR Administrator*.	The *Home* page is displayed.	
2.	**Go to Payroll Replication Monitor**	Select in the *Home* dropdown value *Admin Center*. From the *Company Processes & Cycles* portlet select *Payroll* > *Data Replication Monitor*.	The *Data Replication Monitor* screen is displayed, where the *Replication Status* tab is defaulted.	
3.	**Search Failed Replications**	On the *Replication Status* screen flag the *Failed* checkbox. Enter *Selection Criteria*, for example: *Replication Target System*: select the appropriate **Employee Central Payroll** system from dropdown *Replication Content Type*: select as appropriate from dropdown, or leave as `No Selection` to obtain all failed replications Select other *Selection Criteria* as appropriate, or leave as `No Selection` Check the appropriate *<Replication Time>* radio button. When done, choose *Apply*.	A list is displayed in the *Standard View* part of the *Data Replication Monitor* screen, containing all employees of whom data replication has failed.	
4.	**View Replication Error Description**	In the search result list go to the *Extended View* tab to view the error description.		
5.	**Trigger Employee Data Replication**	Select the employee(s) by flagging in the *Select* column the checkbox next to the employee's name and choose *Send*.	A success message is generated by the system and the data will be replicated to the payroll system.	

Result

The employee's master data record is updated automatically in the Employee Central Payroll system.

4.5 Set Payroll Area

Purpose

The Payroll Administrator sets the payroll area for payroll run.

Prerequisites

Payroll control record must exist.

Procedure

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail
1.	**Log on as Payroll Administrator**	Access the **Employee Central Payroll** Menu and navigate to *Human Resources* > *Payroll* > *Americas* > *USA* > *Settings* > *Set payroll area* or enter transaction code **PC00_M99_ABKRS**.	The *Payroll area* dialog box opens.	
2.	**Enter Payroll Area**	On the *Payroll area* dialog box, choose the payroll area for payroll processing: *Payroll area*: select **UM(HR-US:Monthly)**	The payroll area of your choice is then used as default value for further process steps, for example, release payroll and exit payroll.	
3.	**Confirm Payroll Area Setting**	Choose *Continue* to confirm the payroll area setting.	You return to the *Employee Central Payroll* initial screen.	

4.6 Release Payroll Area

Purpose

Once the Payroll Administrator has verified that all employee master data updates, time and salary information are entered for a given period and has set the payroll control record for the appropriate period, he or she releases the payroll area.

A payroll run cannot be performed until the payroll area has been released. Personnel numbers are always released for payroll accounting areas. Releasing a payroll accounting area prevents changes related to either the past or present from being made to master data and time data that is relevant to payroll accounting and pertains to the released payroll accounting area. Master data changes that affect the future are still allowed. This ensures that the payroll program takes account of all changes made to data that is relevant to payroll accounting.

Prerequisites

Payroll control record must exist.

Procedure

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail
1.	**Log on as Payroll Administrator**	Access the **Employee Central Payroll** Menu and navigate to *Human Resources* > *Payroll* > *Americas* > *USA* > *Payroll* > *Release payroll* or enter transaction code **PC00_M99_PA03_RELEA**.	The *Release for payroll* dialog box opens.	
2.	**Confirm Payroll Area Release**	In the *Release for payroll* dialog box, choose *Yes* to confirm that for the chosen payroll area, you want to release the period *<period>* for payroll.	The selected payroll area has been released into the next pay period (from the previous current period to the current period).	

4.7 Execute Payroll Run

Purpose

The Payroll Administrator executes the production payroll run for a selected payroll area for a certain pay period.

The system accesses a country-specific payroll program. It determines the current payroll period from the payroll control record and performs payroll using the values the Payroll Administrator entered in the payroll program.

Prerequisites

The payroll area must have status *Released f. Payroll* if a production run is to be executed.

Procedure

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail
1.	**Log on as Payroll Administrator**	Access the **Employee Central Payroll** Menu and navigate to *Human Resources* > *Payroll* > *Americas* > *USA* > *Payroll* > *Start payroll* or enter transaction code **PC00_M10_CALC**.	The *Payroll Driver (USA)* screen is displayed.	

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail
2.	**Enter Payroll Period Data**	Make following entries in the *Payroll period* section of the screen: *Payroll area*: select **`UM(HR-US:Monthly)`** ℹ Note The value from the previous step is provided as default. *Current period*: The system displays the current period automatically. ℹ Note The user should verify if the control record is set correctly. This field checks the control record and determines the current pay period. The current pay period is grayed out. *Other period:* leave empty		
3.	**Enter Selection Criteria**	Make following entries in the *Selection* section of the screen: *Personnel Number*: leave empty to run it for all employees in the payroll area *Payroll area*: use value help to select **`UM(HR-US:Monthly)`** ⚠ Caution You should only run one payroll area at a time!		
4.	**Enter General program control Data**	Make following entries in the *General program control* section of the screen: *Reason for payroll*: leave empty unless processing an off-cycle payroll *Off-cycle payroll*: leave empty unless processing an off-cycle payroll ℹ Note In case you have entered a reason for payroll, enter also the type of off-cycle and the date for which off-cycle payroll is run. *Schema*: **`YUS0`** *Forced retro.accounting as of*: leave empty *Test run (no update)*: leave unchecked		

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail
5.	**Enter Log Display Option**	Make following entries in the *Log* section of the screen: *Display log*: leave blank *Display log for time management additionally*: leave blank *Display variant for log*: You can only define a display variant after you have run payroll and displayed the log. During log display, choose *Settings* and make the appropriate settings for the log tree, detail view, log search, and global parameters. Save this value as a variant.		
6.	**Enter Remuneration Statement Parameters**	In the *Remuneration statement parameters* section of the screen, select one of the following fields: *Display variant Remun. Statement*: leave unchecked *No remuneration statement*: check radio button		
7.	**Execute Payroll Processing**	Choose the *Execute* pushbutton to begin payroll processing in productive mode.	The *Display Log Tree* screen is displayed.	

Result

The production payroll run is executed. A successful payroll run is determined if:

- The user can scroll down to the bottom of the payroll log and verify the total number of employees and payroll periods that were processed successfully.
  In this case, continue in the process execution with process step View Payroll Results [page 36] and subsequent.
- If there were any employees that did not process, they display under *Rejected*.
  In this case, continue in the process execution with process step Release Payroll Area for Corrections (Optional) [page 30] and subsequent.

4.8 Release Payroll Area for Corrections (Optional)

Purpose

In case not all employees within a payroll area were processed successfully in the payroll run (see details described in the previous process step), the Payroll Administrator needs to perform corrections to the master data and/or time data of the employees that were rejected by the payroll run.

The employees that did not complete successfully the payroll run have an error message associated to them in the Payroll log. This message helps the Payroll Administrator to determine what changes must be made to the employee record to allow the payroll program to successfully complete a result for the employee. The only way to change the employee master record or time data is to release the payroll area for correction.

Prerequisites

The payroll run was executed, and payroll control record has status *Released f. Payroll*.

Procedure

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail
1.	**Log on as Payroll Administrator**	Access the **Employee Central Payroll** Menu and navigate to *Human Resources* > *Payroll* > *Americas* > *USA* > *Payroll* > *Corrections* or enter transaction code **PC00_M99_PA03_CORR**.	The *Payroll area* dialog box opens.	
2.	**Enter Payroll Area**	On the *Payroll area* dialog box, confirm the payroll area that is set to corrections mode.		
3.	**Confirm Correction Mode**	Choose *Continue (Enter)* to confirm the correction of payroll.	The employee records are now released for maintenance. The user can make necessary corrections to employee records. You return to the *Employee Central Payroll* initial screen.	

4.9 Correct Payroll-Relevant Master Data and/or Time Data (Optional External Process Step)

Generic External Process Step

Purpose

The Payroll Administrator corrects master data or time data for personnel numbers that contain errors and which the payroll program could not process.

Prerequisite

The payroll run was executed and resulted in errors for some of the employees.

Procedure

Review the error message associated to the rejected employees in the *Payroll* log and correct the employee data based on that message.

> **i Note**
>
> **In case the Payroll Control Center is integrated in Employee Central**, the alerts revealed by the Production Payroll preconfigured process are assigned to payroll administrator(s). The payroll administrator solves the alerts. To achieve this, the procedure is as follows:
>
> - Log on to **Employee Central** as a *Payroll Administrator*.
> - Select from the *Home* dropdown *Payroll*. You will be requested to enter your login data to the **Employee Central Payroll** system.
> - Go to the *My Alerts* screen to check the errors assigned to you for solving.
>   - You can also go to the *Unassigned Alerts* screen to assign errors for solving to yourself.
> - Solve the error; you can refer to the test script of scope item Manage Payroll Processes and Analyze Payroll Anomalies Using the PCC from the **SAP Best Practices for SAP Payroll Processing control center**.

4.10 Trigger Employee Master Data Replication (Optional)

Purpose

During payroll processing the replication of employees from the Employee Central system to the Employee Central Payroll system is restricted. This is the case if one of the involved Employee Central Payroll payroll areas is in status *released for correction*. So, in case employee(s) master data has been intentionally corrected in Employee Central (like for example incorrect bank details in the payment information), the system stops during the scheduled job in the middleware system the replication of the current employee. Instead, the HR administrator needs to trigger the replication manually.

> **i Note**
>
> Employee master data that has been maintained directly in Employee Central using the mash-up UI in Employee Central is of course excluded from replication, as it is directly saved in Employee Central Payroll.

Prerequisites

Payroll control record is in status *Rel. f. Correction* and employee master data has been maintained in Employee Central.

Procedure

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail
1.	**Log on**	Log on to **Employee Central** as an *HR Administrator*.	The *Home* page is displayed.	
2.	**Go to Payroll Replication Monitor**	Select in the *Home* dropdown value *Admin Tools*. From the *Company Processes & Cycles* portlet select *Payroll* › *Data Replication Monitor*.	The *Data Replication Monitor* screen is displayed, where the *Replication Status* tab is defaulted.	

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail
3.	**Search Failed Replications**	On the *Replication Status* screen flag the *Failed* checkbox. Enter *Selection Criteria*, for example: *Replication Target System*: select the appropriate *Employee Central Payroll* system from dropdown *Replication Content Type*: select as appropriate from dropdown, or leave as **`No Selection`** to obtain all failed replications Select other *Selection Criteria* as appropriate, or leave as **`No Selection`** Check the appropriate *<Replication Time>* radio button. When done, choose *Apply*.	A list is displayed in the *Standard View* part of the *Data Replication Monitor* screen, containing all employees of whom data replication has failed.	
4.	**View Replication Error Description**	In the search result list go to the *Extended View* tab to view the error description.		
5.	**Trigger Employee Data Replication**	Select the employee(s) by flagging in the *Select* column the checkbox next to the employee's name and choose *Send*.	A success message is generated by the system and the data will be replicated to the payroll system.	

Result

The employee's master data record is updated automatically in the Employee Central Payroll system.

4.11 Release Payroll Area for Payroll Correction Run (Optional)

Purpose

After performing corrections to the master data and/or time data of the employees that were rejected by the payroll run, the Payroll Administrator releases the payroll area again in order to perform the payroll correction run. The personnel numbers in the payroll area are again locked for past and present changes to the master and time data.

Prerequisites

The errors that led to the failure of the payroll run for these employees have been corrected.

Payroll control record must exist.

Procedure

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail
1.	**Log on as Payroll Administrator**	Access the **Employee Central Payroll** Menu and navigate to *Human Resources* > *Payroll* > *Americas* > *USA* > *Payroll* > *Release payroll* or enter transaction code **PC00_M99_PA03_RELEA**.	The *Release for payroll* dialog box opens.	
2.	**Confirm Payroll Area Release**	In the *Release for payroll* dialog box, choose *Yes* to confirm that for the chosen payroll area, you want to release the period *<period>* for payroll.	The payroll area has been released and the payroll correction run can be executed.	

4.12 Execute Payroll Correction Run (Optional)

Purpose

The Payroll Administrator performs a payroll correction run.

> → Recommendation
>
> If there are many employees stored in search help *W (Payroll correction run)*, perform this step as a background job in the same way that you performed the *Execute Payroll Run* step. If you only have to run payroll again for a few employees, you can perform this step online.

Prerequisites

The system has stored personnel numbers not included in the payroll run due to incorrect data in match code *W (Payroll correction run)*. The Payroll Administrator has performed corrections for the relevant employees and finally released payroll a second time.

Procedure

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail
1.	**Log on as Payroll Administrator**	Access the **Employee Central Payroll** Menu and navigate to *Human Resources* › *Payroll* › *Americas* › *USA* › *Payroll* › *Start payroll* or enter transaction code **PC00_M10_CALC**.	The *Payroll Driver (USA)* screen is displayed.	
2.	**Enter Payroll Area**	Make following entry in the *Payroll period* section of the screen: *Payroll area*: select **UM(HR-US:Monthly)**		
3.	**Select Matchcode W**	Choose *Search helps* and select match code **W** (**Payroll correction run**). Matchcode **W** contains all employees that were rejected during the payroll run.	The *Restrict Value Range* dialog box opens.	
4.	**Select Employee**	In the *Restrict Value Range* dialog box, specify an individual personnel number or an interval of personnel numbers. Only the personnel numbers corresponding to these values are selected from the payroll correction run. Choose the *Continue* pushbutton.		
5.	**Execute Payroll Correction Run**	Choose *Program* from the Menu on top of the screen. There select either **Execute** or **Execute and Print** or **Execute in Background**, depending on your scope.	The payroll correction run has been executed. The employee's pay for the chosen pay period has been calculated.	

> ⚠ Caution
>
> If errors occur a second time, repeat all process steps starting with *Release Payroll Area for Corrections* to *Execute Payroll Correction Run* until payroll has been performed for all personnel numbers and Matchcode *W* is empty. You can only end the payroll run when match code*W* no longer contains any personnel numbers!

4.13 View Payroll Results

Purpose

The Payroll Administrator can view the history of payroll results for any payroll periods run at any time.

Prerequisites

The payroll run was executed, and payroll results were generated.

Procedure

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail
1.	**Log on as Payroll Administrator**	Access the *Employee Central Payroll* Menu and navigate to *Human Resources* > *Payroll* > *Americas* > *USA* > *Tools* > *Display Results* or enter transaction code **PC_PAYRESULT**.	The *Display payroll results* screen is displayed, which is divided in three parts.	

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail
2.	**Select Employee(s)**	In the *Selection* part of the screen, enter the employee's personnel number: *Personnel number*: **`<employee's personnel number>`** **Note** You can use also the *Multiple selection* pushbutton next to the *Personnel number* field to select several employees. Optionally, you can specify the date starting with which the payroll results should be displayed: *all results from*: **`<payroll result start date>`** **Note** If you leave this field blank, all existing payroll results for the selected employee will be displayed. When done, choose *Transfer (Enter)*.	In the *Personnel numbers selected* part located on the left-hand side of the screen, the employees you have selected are listed. The symbol in the *Res.* (meaning **Payroll results available**) column of the table shows if there are results available in the selected period: • the green square means *Payroll results available*; • the red circle means *No Payroll Results Exist*; • the grey rhombus means that you have no authorization to view payroll results.	
3.	**Select Employee with Payroll Results**	In the *Personnel numbers selected* part of the screen, select an employee for whom payroll results exist.	In the *Payroll Results <employee name / country>* part located on the right-hand side of the screen, the existing payroll results for the selected employee are displayed.	
4.	**Select Payroll Result for Payroll Period**	Select the payroll period and choose the *Display Overview* icon.	The system displays the list of all tables of the payroll result that are relevant to the country of the employee, and the number of entries per table.	

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail
5.	**Select Table to View**	To view details to the displayed tables, select a table from the list and choose the *Display Contents* pushbutton. Especially, view the details of tables *RT* and *BT*. **Note** Instead of choosing the *Display Contents* pushbutton, you can also double-click the selected table. Note that the *Display Contents* has the same icon as the *Display Overview* mentioned in test step # 4.	The *Tables / field strings of payroll result* screen is displayed.	
6.	**View Table Content**	On the *Tables / field strings of payroll result* screen, you can view details of the selected table. Make sure that the displayed results are correct. **Note** The table *RT* (meaning **Results Table**) contains all wage types to be processed. You have to make sure the wage types are correct. You can achieve this with the reconciliation or wage type reporter report. **Note** The table *BT* contains the payment information for the employee.	The employee payroll results have been viewed for the selected payroll period.	

4.14 Delete Payroll Results (Optional)

Purpose

Payroll results rarely need to be deleted, but the Payroll Administrator can delete results if required.

> ⚠ Caution
>
> **In production systems, this should not be allowed and only performed via a certain emergency user ID.**

If payroll has been performed for an employee who should not have been included in the payroll run or for whom payroll should have been run differently (for example, if the system has performed a retroactive run too far in the past), the Payroll Administrator can delete the payroll result.

> ⚠ Caution
>
> Only the last payroll result can be deleted.

A payroll result can be deleted only in the following cases:

- The employee's master data are no longer processed.
- Payment was not yet arranged for the employee. In this case, correct the payroll error and rerun payroll.

> ⚠ Caution
>
> If you are working in a live system, the payroll control record for the payroll area that the employee belongs to should not yet have the status *Exit payroll*!

Prerequisites

The payroll run was executed, and payroll results were generated.

Procedure

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail
1.	**Log on as Payroll Administrator**	Access the **Employee Central Payroll** Menu and navigate to *Human Resources* › *Payroll* › *Americas* › *USA* › *Tools* › *Problem Solving* › *Delete Payroll Result* or enter transaction code **PU01**.	The *Delete current payroll result* screen is displayed.	
2.	**Select Employee**	Enter the personnel number of the employee and choose *Execute*.		

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail
3.	**Confirm Payroll Result Deletion**	Choose *Delete* to confirm the deletion of the payroll result.	The employee payroll results have been deleted. The previous payroll result becomes the current payroll result. The **Payroll Status** infotype (IT0003) is updated accordingly. The deletion of the payroll result is saved in the application log. You can use the application log to view the deleted payroll results. .	

4.15 Execute FI Posting Simulation Run

Purpose

The Payroll Administrator performs a posting simulation run to Financial Accounting.

During the simulation run, the system tests the posting run for accuracy, it balances and verifies the accounts. If everything is correct, posting to accounting in production mode can be performed.

→ Recommendation

A simulation of a posting run should be executed for each period before exiting payroll. In this way, posting-relevant errors in the payroll results can be recognized early and errors avoided when creating a live posting run. The simulation and live run are executed using the same transaction below.

i Note

To run a production posting run, the control record must be in status *Exit Payroll*. For simulation runs, you can leave the control record in status *Rel. f. Correction*.

Procedure

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail
1.	**Log on as Payroll Administrator**	Access the *Employee Central Payroll* Menu and navigate to *Human Resources* > *Payroll* > *Americas* > *USA* > *Subsequent activities* > *Per payroll period* > *Evaluation* > *Posting to accounting* > *Execute posting run* or enter transaction code **PC00_M99_CIPE**.	The *Posting to Accounting: Create Posting Run* screen is displayed.	
2.	**Enter Payroll Period Data**	Make following entries in the *Payroll Period* section of the screen: *Period*: **Current Payroll Period** is defaulted; **for simulation purposes, only,** you may select **Other Payroll Period** from the dropdown and enter in the second *Period* field the time period to process. *Payroll Area*: select **UM(HR-US:Monthly)** and choose *Enter*.		
3.	**Enter Selection Criteria**	Make following entries in the *Selection Criteria* section of the screen: *Personnel Number*: **For simulation purposes, only**, you may also enter valid personnel numbers. You can choose between individual personnel numbers or a range of personnel numbers. Otherwise, leave empty to run it for all employees in that payroll area. *Payroll area*: If not defaulted, use value help to select **UM(HR-US:Monthly)** ⚠ Caution Select the same value as in the *Payroll Period* section. Do not use payroll area ranges.		

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail
4.	**Enter Run Attributes**	Make following entries in the *Run Attributes* section of the screen: *Off-Cycle Payroll Run*: leave empty unless processing an off-cycle payroll *Type of document creation*: select **`S(Creation of simulation documents)`** from value help *Output log*: flag the checkbox in case you want to obtain a results log for all selected employees i Note In case you leave the checkbox unflagged, a log will only be output for the rejected employees. *Text on posting run*: enter text to identify the posting document, if appropriate		
5.	**Specify Posting Date**	In the *Specify posting date* section of the screen, check the *Acc. to Payment Date* radio button.		
6.	**Enter Document Creation Data**	Make following entries in the *Data for document creation* section of the screen: *Document Date*: select from calendar help, or leave empty to default to today's date *Posting variant*: **SAP**		
7.	**Execute FI Posting Simulation Run**	Choose the *Execute* pushbutton.	The *Evaluation of Posting Item* screen is displayed.	
8.	**Go to Simulation Document**	On the *Evaluation of Posting Item* screen, choose the *Document Overview* pushbutton.	The *Posting to Accounting: Document overview* screen is displayed, containing the created simulation document, together with its status, listed in a table.	

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail
9.	**View Line Items of Simulation Document**	To view the line items of the document, flag the appropriate checkbox in the *Document* column and choose the *Display line items* pushbutton. → Recommendation Viewing the line items of the document makes sense when this document has status *Incorrect*. In this case, you can view the appropriate error messages and solve the issues before performing a productive financial accounting posting run. i Note As the Accounting configuration is not in scope of this SAP best practices, no posting documents will be generated.	The *Display Payroll Posting Document* screen is displayed, containing the detailed posting document.	

4.16 Execute Third-Party Remittance Simulation Run

Purpose

Payroll has been completed and the Payroll Administrator is ready to simulate the third-party remittance run.

Third-Party Remittance extracts vendor payment data from Payroll results for various employee deductions.

The Payroll Administrator uses the third-party remittance evaluation report to evaluate and update the third-party remittance tables for the organization. He or she will initially run the update in test mode to check which data will be updated in the productive run.

Prerequisites

Payroll results must exist for the employees for which the third-party remittance process is to be executed.

Procedure

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail
1.	**Log on as Payroll Administrator**	Access the **Employee Central Payroll** Menu and navigate to *Human Resources* > *Payroll* > *Americas* > *USA* > *Subsequent activities* > *Period-independent* > *Evaluation* > *Third-party remittance* > *Evaluate remittance (New)* or enter transaction code **`PC00_M99_URME`**.	The *Create Third-Party Remittance Evaluation Run* screen is displayed.	
2.	**Enter Payroll Period Data**	On the *Create Third-Party Remittance Evaluation Run* screen, make following entries in the *Payroll Period* section: *Period*: **`Current Payroll Period`** is defaulted; **for simulation purposes, only,** you may select **`Other Payroll Period`** from the dropdown and enter in the second *Period* field the time period to process. *Payroll Area*: select **`UM(HR-US:Monthly)`** and choose *Enter*.		
3.	**Enter Selection Criteria**	On the *Create Third-Party Remittance Evaluation Run* screen, make following entries in the *Selection Criteria* section: *Personnel Number*: **For simulation purposes, only**, you may also enter valid personnel numbers. You can choose between individual personnel numbers or a range of personnel numbers. Otherwise, leave empty to run it for all employees in that payroll area. *Payroll area*: If not defaulted, use value help to select **`UM(HR-US:Monthly)`** **Note** Select the same value as in the *Payroll Period* section. Do not use payroll area ranges.		
4.	**Enter Off-Cycle Payroll Processing Data (Optional)**	*Off-cycle reason*: leave empty unless processing an off-cycle payroll *Off-cycle Payroll Processing*: leave empty unless processing an off-cycle payroll		

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail
5.	**Enter HR Payee Type**	On the *Create Third-Party Remittance Evaluation Run* screen, make following entries in the *HR payee type to be posted* section: *HR payee type*: select from value help, or leave empty to obtain all available HR payee items **Note** You can select several values.		
6.	**Enter Control Data**	On the *Create Third-Party Remittance Evaluation Run* screen, make following entries in the *Control data* section: Check the appropriate radio button in the *ALV control* part, for example *Grid view*. Flag the appropriate checkbox(es) in the *Level of detail on double-click* part. Flag the checkbox in the *Detail for list output* part, if appropriate. Check the *Test Mode* radio button. **Note** No update of any corresponding database table is performed. *Display log*: flag the checkbox in case you want to verify the detailed log.		
7.	**Execute Test Third-Party Remittance Evaluation**	Choose the *Execute* pushbutton.	A new screen is displayed, containing the log of the remittance evaluation simulation run.	
8.	**View Results of Simulation Run**	Choose the *Back* pushbutton. On the upcoming *Remittance evaluation run - Overview* screen, view details of the HR payee items based on the selection criteria you have entered. You have different options to display the results. For example, you can use the *Display table* icon to view details as per your requirements.		

4.17 Create Test Payment Data Using Preliminary Program Data Medium Exchange

Purpose

The Payroll Administrator uses the preliminary program Data Medium Exchange (DME for short) to evaluate the payroll results in order to create test payment data.

Prerequisites

The payroll run was executed successfully and a Bank Transactions (BT) cluster is generated in payroll for the employee.

Procedure

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail
1.	**Log on as Payroll Administrator**	Access the **Employee Central Payroll** Menu and navigate to *Human Resources* > *Payroll* > *Americas* > *USA* > *Payroll* > *Bank transfer* > *Pre-program DME* or enter transaction code **PC00_M10_CDTC**.	The *Data Medium Exchange Preliminary Program (USA)* screen is displayed.	
2.	**Enter Payroll Period Data**	Make following entries in the *Payroll Period* section of the screen: *Payroll Area*: select **UM(HR-US:Monthly)** *Period*: check either *Current period* or *Other period* radio button (and enter appropriate value)		

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail
3.	**Enter Selection Criteria**	Make following entries in the *Selection* section of the screen: *Personnel Number*: enter all valid personnel numbers or leave empty to run the program for all employees in the payroll area **Note** You can choose between individual personnel numbers or a range of personnel numbers. *Payroll area*: select **`UM(HR-US:Monthly)`**		

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail
4.	**Enter Additional Data**	Make following entries in the *Additional data* section of the screen: *Special run*: leave blank unless running an off-cycle payroll run (in this case enter off-cycle payroll run type, number, and date if appropriate) *Wage type*: leave blank unless running program for one bank transfer wage type *Payment Method*: leave blank *Test*: flag checkbox *Set flag for transfers*: checked by default *Repeat run: Date*: leave blank **Note** If the program needs to be run again, you have to retrieve the date and timestamp from cluster RU table BT and enter it in here. *(Repeat run): Time*: leave as is *Flagged records only*: leave unchecked *Payroll form*: defaults to **`UF01/A /X/J/1/B/ /`**; leave as is *Payroll form for check*: defaults to **`UF01/A /X/J/1/B/ /`**; leave as is *Payslip on pay advance note*: flag checkbox to print remuneration statement for employees receiving a transfer *Payroll form for advice*: defaults to **`UF01/A /X/J/1/B/ /`**; leave as is *Log*: check one of the radio buttons: *List*, *Tree (Summary)*, *Tree (Details)* **Note** Radio button *List* is checked by default.		

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail
5.	**Execute Test Run**	Choose *Execute*.	A payment test run has been created by the preliminary program DME that contains payment data for all allowable payment methods.	
6.	**View Output**	On the *Data Medium Exchange Preliminary Program (USA)* screen review the output of the test run.		

> **Note**
>
> Sample variants for each payroll area have been delivered as part of the activation content.
>
> Instead of executing test steps # 2 to # 4 you can choose on the *Data Medium Exchange Preliminary Program (USA)* screen the *Get Variant ...* icon and select the appropriate variant name, as follows:
>
> - for payroll area **`UM (HR-US: Monthly)`** select variant **`YUS_HR_US_OC_M`**
> - for payroll area **`US (HR-US: Semi-monthly)`** select variant **`YUS_HR_US_OC_S`**
> - for payroll area **`UW (HR-US: Weekly)`** select variant **`YUS_HR_US_OC_W`**
> - for payroll area **`UX (HR-US: Bi-weekly)`** select variant **`YUS_HR_US_OC_X`**
>
> Flag the *Test* checkbox and then continue with test step # 5 from the table above.

4.18 Exit Payroll

Purpose

Once all personnel numbers have been processed successfully (or their results deleted, and their status set to locked), and payroll accounting is done for each of them, the Payroll Administrator exits the payroll program. Exiting the payroll program means that the payroll period is complete for the selected payroll accounting area.

> ⚠ **Caution**
>
> This step concludes the payroll process and allows the Payroll Administrator to run afterwards posting to accounting in production mode. All employee data relevant for payroll must have been verified and corrected before payroll is exited. This step is critical, since after posting to accounting or running bank transfer, there is no way to go back to the status *Released f. Payroll* for the current pay period.

Prerequisites

The payroll run must have been executed without errors.

The Pre-DME test runs are completed.

Posting simulation run to finance was error free.

Procedure

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail
1.	**Log on as Payroll Administrator**	Access the **Employee Central Payroll** Menu and navigate to *Human Resources* > *Payroll* > *Americas* > *USA* > *Payroll* > *Exit payroll* or enter transaction code **PC00_M99_PA03_END**.	The *Exit Payroll* dialog box opens.	
2.	**Confirm Payroll Area Exit**	In the *Exit payroll* dialog box choose *Yes* to confirm the payroll area to exit.	The payroll period has now been closed and no further processing can occur. The payroll period is incremented in the payroll control record and the payroll accounting area is released for further processing.	

4.19 View Remuneration Statement

Purpose

The HR Administrator views an employee's remuneration statement. He or she can do this using the mashup UI in SAP SuccessFactors Employee Central.

Prerequisites

The payroll run was executed successfully, and the payroll results are generated for all employees.

In order to access the Employee Central Payroll system directly from Employee Central via mash-up, the services **Masterdata Maintenance Application** and **NetWeaver Business Client** need to be activated and certain permissions need to be granted to the HR Administrator.

> **i Note**
>
> Refer to **Configuration Guide - Getting Started** for more details.

Procedure

> **⚠ Caution**
>
> When describing the procedure of executing this process step, we consider that **People Profile** is enabled in the Employee Central instance.
>
> In case **People Profile** is not enabled in your Employee Central instance, pay attention that the navigation path might differ with respect to the one mentioned in this document!

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail
1.	**Log on**	Log on to **Employee Central** as an *HR Administrator*.	The *Home* page is displayed.	
2.	**Search Employee**	In the *Search for actions or people* box, in the top right corner of the screen, enter the name (or name parts) of the employee for whom you want to view the remuneration statement.	The autocomplete functionality suggests a list of employees matching your search criteria.	
3.	**Select Employee**	Select the appropriate employee from the result list.	You are directed to the *Employee Files* page in which the profile of the employee is displayed.	
4.	**Go to** *Payroll Information* **subsection**	Go to the *Employment Information* section and there scroll to the *Payroll Information* subsection.	The *Payroll Information* subsection is displayed. It contains following blocks: *Tax*, *Earnings and Deductions*, *Garnishments*, *Additional Employer Benefits*, and *Others*.	

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail
5.	**Select** *Pay Statement*	In the *Earnings and Deductions* block select the *Pay Statement* link.	You are linked to Employee Central Payroll, where you need to enter logon details. The screen, which shows up, is divided into two parts: • In the left part, the pay periods are listed, for which remuneration statements are available. • In the right part of the screen, the embedded remuneration statement for the first pay period, as available in the left part of the screen, is displayed.	
6.	**View Remuneration Statement**	Choose the pay period for which you want to view the remuneration statement by choosing it in the left part of the screen.	The embedded remuneration statement for the chosen pay period, as available in the left part of the screen, is displayed.	
		Check the remuneration statement of the employee for correctness.		
		If needed, you can print the remuneration statement. For this, choose the *Print File* icon visible when hovering the mouse over the form.		

4.20 View my Remuneration Statement

Purpose

The Employee views his or her own remuneration statement. He or she can do this using the mashup UI in SAP SuccessFactors Employee Central.

Prerequisites

The payroll run was executed successfully, and the payroll results are generated for all employees.

In order to access the Employee Central Payroll system directly from Employee Central via mash-up, the services **Masterdata Maintenance Application** and **NetWeaver Business Client** need to be activated and certain permissions need to be granted to the Employee.

> **i Note**
>
> Refer to **Configuration Guide - Getting Started** for more details.

Procedure

> **⚠ Caution**
>
> When describing the procedure of executing this process step, we consider that **People Profile** is enabled in the Employee Central instance.
>
> In case **People Profile** is not enabled in your Employee Central instance, pay attention that the navigation path might differ with respect to the one mentioned in this document!

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail
1.	**Log on**	Log on to **Employee Central** as an *Employee*.	The *Home* page is displayed.	
2.	**Select Employee File**	From the *Home* dropdown, select *My Employee File*.	The *My Employee File* screen is displayed containing your profile.	
3.	**Go to** *Payroll Information* **subsection**	Go to the *Employment Information* section and there scroll to the *Payroll Information* subsection.	The *Payroll Information* subsection is displayed. Depending on the permissions granted, different blocks are visible.	

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail
4.	Select *Pay Statement*	In the *Earnings and Deductions* block select the *Pay Statement* link.	You are linked to Employee Central Payroll, where you need to enter logon details. The screen, which shows up, is divided into two parts: • In the left part, the pay periods are listed, for which remuneration statements are available. • In the right part of the screen, the embedded remuneration statement for the first pay period, as available in the left part of the screen, is displayed.	
5.	View Remuneration Statement	Choose the pay period for which you want to view the remuneration statement by choosing it in the left part of the screen.	The embedded remuneration statement for the chosen pay period, as available in the left part of the screen, is displayed.	
		Check your remuneration statement for correctness.		
		If needed, you can print the remuneration statement. For this, choose the *Print File* icon visible when hovering the mouse over the form.		

4.21 Create Payment Data Using Preliminary Program Data Medium Exchange

Purpose

The Payroll Administrator uses the preliminary program Data Medium Exchange (DME for short) to evaluate the payroll results in order to create payment data. The creation of payment data is the first step in the actual net payments process.

Prerequisites

The payroll run was executed successfully, and a Bank Transactions (BT) cluster is generated in payroll for the employee.

Procedure

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail
1.	**Log on as Payroll Administrator**	Access the **Employee Central Payroll** Menu and navigate to *Human Resources* > *Payroll* > *Americas* > *USA* > *Payroll* > *Bank transfer* > *Pre-program DME* or enter transaction code **PC00_M10_CDTC**.	The *Data Medium Exchange Preliminary Program (USA)* screen is displayed.	
2.	**Enter Payroll Period Data**	Make following entries in the *Payroll Period* section of the screen: *Payroll area*: select **UM(HR-US:Monthly)** *Period*: check **Current period** radio button		
3.	**Enter Selection Criteria**	Make following entries in the *Selection Criteria* section of the screen: *Personnel Number*: leave empty to run the program for all employees in the payroll area *Payroll area*: select **UM(HR-US:Monthly)**		

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail
4.	**Enter Additional Data**	Make following entries in the *Additional data* section of the screen: *Special run*: leave blank unless running an off-cycle payroll run (in this case enter off-cycle payroll run type, number, and date if appropriate) *Wage Type*: leave blank unless running program for one bank transfer wage type *Payment Method*: leave blank *Test*: leave unchecked *Set flag for transfer*: checked by default *Repeat run: Date*: leave blank **i Note** If the program needs to be run again, you have to retrieve the date and timestamp from cluster RU table BT and enter it in here. *(Repeat run): Time*: leave as is *Flagged records only*: leave unchecked *Payroll form*: defaults to **UF01/A /X/J/1/B/ /**; leave as is *Payroll form for check*: defaults to **UF01/A /X/J/1/B/ /**; leave as is *Payslip on pay advance note*: flag checkbox to print remuneration statement for employees receiving a transfer *Payroll form for advice*: defaults to **UF01/A /X/J/1/B/ /**; leave as is *Log*: radio button *List* checked by default; leave as is		
5.	**Generate Run File Identification Feature**	Choose *Execute*.		

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail
6.	**Note Down Identification Feature**	On the *Data Medium Exchange Preliminary Program (USA)* screen, make note of the identification feature. This is used in the following steps to generate the check and Payroll Payment file to the bank. **i Note** The identification feature is displayed in the *Program run date* part of the screen together with the date of the program run.		

> **i Note**
>
> Sample variants for each payroll area have been delivered as part of the activation content.
>
> Instead of executing test steps # 2 to # 4 you can choose on the *Data Medium Exchange Preliminary Program (USA)* screen the *Get Variant ...* icon and select the appropriate variant name as follows:
>
> - for payroll area **`UM (HR-US: Monthly)`** select variant **`YUS_HR_US_OC_M`**
> - for payroll area **`US (HR-US: Semi-monthly)`** select variant **`YUS_HR_US_OC_S`**
> - for payroll area **`UW (HR-US: Weekly)`** select variant **`YUS_HR_US_OC_W`**
> - for payroll area **`UX (HR-US: Bi-weekly)`** select variant **`YUS_HR_US_OC_X`**
>
> Continue with test step # 5 from the table above.

Result

A payment run has been created by the preliminary program DME that contains payment data for all allowable payment methods. Every payment run can be clearly identified using a combination of the *Program Run Date* and *Identification Feature*. The *Identification Feature* originates from the six-digit system time when the preliminary program DME has been started by the payroll administrator. The system replaces the last digit of the six-digit system time in the *Identification Feature* with Payroll results simulated for employee for the pay period selected.

> **Example**
>
> For example, the preliminary program DME was run at *09/25/12* on *04/14/2000*. You can clearly identify the payment run created using a combination of the *Program Run Date* (*04/14/2000*) and *Identification Feature* (*09251P*).

4.22 Create Direct Deposit Test File

Purpose

The Payroll Administrator creates the direct deposit test file to check the correctness of the data that will be transferred after a productive run to the bank of the employee.

Prerequisites

The payroll run is executed, and payroll results are generated for all employees. The preliminary program DME has been run.

Procedure

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail
1.	**Log on as Payroll Administrator**	Access the *Employee Central Payroll* Menu and navigate to *Human Resources* > *Payroll* > *Americas* > *USA* > *Payroll* > *Bank transfer* > *Create DME-Payment Medium Workbench* or enter transaction code **PC00_M99_FPAYM**.	The *Payment Medium: Creation* screen is displayed.	

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail
2.	**Enter Data**	On the *Payment Medium: Creation* screen, make the following entries: *Run Date*: use match code from dropdown list *Identification*: is filled when the choice is made for the *Run Date* field with the identification feature noted in the previous process step *Proposal run*: flag checkbox *Payment Medium Format*: select **`ACH(Domestic payment transactions USA)`** and choose *Enter*. **Note** Format of file sent to the bank. Per NACHA rules, this must be a PPD format.		
3.	**Choose Format Parameters**	In the *Format* section of the screen, choose *Format Parameters*. **Note** This button shows up once you have entered value **`ACH`** in the *Payment Medium Format* field.	The *Other specifications for payment medium format ACH* dialog box is displayed.	
4.	**Enter Format Parameters**	On the *Other specifications for payment medium format ACH* dialog box, make following entries: *ACH Batch hdr. Company entry description*: enter **`01`** *Company identification*: leave blank Select *Continue (Enter)*.		
5.	**Enter Print Control Data**	In the *Print Control* section of the screen, make following entries: *Data Medium Exchange*: flag checkbox to output the DME message *Payment Summary*: flag checkbox to output the payment summary *Error Log*: flag checkbox to output the error log		

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail
6.	**Enter Output Control Data**	In the *Output Control* section of the screen, make following entries: *Payment Document Validation*: flag checkbox to validate the document *Output to file system*: flag checkbox if you want to save the file on the application server; else leave blank *File name*: in case you have flagged checkbox *Output to file system*, enter **`<file name>`**; else leave empty *Form Type*: defaults to **`SAPscript`**; leave as is. *Form Accompanying Letter*: leave empty *Payment Summary Layout*: leave empty *Screen Output*: flag checkbox		
7.	**Generate Test File**	Choose *Execute* to generate the DME file.	The system displays an overview of the generated payment medium.	

i Note

Sample variants for each payroll area have been delivered as part of the activation content.

Instead of executing test steps # 2 to # 6 you can choose on the *Data Medium Exchange Preliminary Program (USA)* screen the *Get Variant ...* icon and select the appropriate variant name, as follows:

- for payroll area **`UM (HR-US: Monthly)`** select variant **`YUS_HR_US_OC_M`**
- for payroll area **`US (HR-US: Semi-monthly)`** select variant **`YUS_HR_US_OC_S`**
- for payroll area **`UW (HR-US: Weekly)`** select variant **`YUS_HR_US_OC_W`**
- for payroll area **`UX (HR-US: Bi-weekly)`** select variant **`YUS_HR_US_OC_X`**

Select the *Run Date* using match code from dropdown list; the *Identification* field is then filled automatically. Flag the *Proposal run* checkbox.

Continue with test step # 7 from the table above.

4.23 Create Direct Deposit File

Purpose

The Payroll Administrator generates the direct deposit file to send to the bank.

Employees who elect to have their payroll funds by Direct Deposit are paid with this process. The disbursement bank that issues payroll for your company requires a file from the Employee Central Payroll system that states all pertinent information in standard ACH format. This information includes data regarding the payee's name, payroll period, dates of payment, and net payments.

The program creates the ACH file, the DME accompanying sheet, and a payment advice for every employee on which the remuneration statement is printed. You can also print a payment summary that lists the individual payments. You can use the payment summary to, among other things, post the wage and salary payments manually to Financial Accounting if necessary.

Prerequisites

The payroll run is executed, and payroll results are generated for all employees. The preliminary program DME has been run.

The user profile should have a valid printer assignment.

> **Note**
>
> Select a printer other than LOCL, as the SmartForms or SAPScript forms require a unique, tested printer.

Procedure

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail
1.	**Log on as Payroll Administrator**	Access the **Employee Central Payroll** Menu and navigate to *Human Resources* > *Payroll* > *Americas* > *USA* > *Payroll* > *Bank transfer* > *Create DME-Payment Medium Workbench* or enter transaction code **PC00_M99_FPAYM**.	The *Payment Medium: Creation* screen is displayed.	

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail
2.	**Enter Data**	On the *Payment Medium: Creation* screen, make the following entries: *Run Date*: use match code from drop-down list *Identification*: is filled when the choice is made for the *Run Date* field with the identification feature noted in the previous process step *Proposal run*: leave unchecked *Payment Medium Format*: select **`ACH(Domestic payment transactions USA)`** and choose *Enter*. **Note** Format of file sent to the bank. Per NACHA rules, this must be a PPD format.		
3.	**Choose Format Parameters**	In the *Format* section of the screen, choose *Format Parameters*. **Note** This button shows up once you have entered value **`ACH`** in the *Payment Medium Format* field.	The *Other specifications for payment medium format ACH* dialog box is displayed.	
4.	**Enter Format Parameters**	On the *Other specifications for payment medium format ACH* dialog box, make following entries: *ACH Batch hdr. Company entry description*: **`01`** *Company identification*: leave blank Select *Continue (Enter)*.		
5.	**Enter Print Control Data**	On the *Payment Medium: Creation* screen, in the *Print Control* section of the screen make following entries: *Data Medium Exchange*: flag checkbox to output the DME message *Payment Summary*: flag checkbox to output the payment summary *Error Log*: flag checkbox to output the error log		

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail
6.	**Enter Output Control Data**	In the *Output Control* section of the screen, make following entries: *Payment Document Validation*: flag checkbox to validate the document *Output to file system*: leave empty *File name*: leave empty *Form Type*: defaults to **`SAPscript`**; leave as is. *Form Accompanying Letter*: leave empty *Payment Summary Layout*: leave empty *Screen Output*: flag checkbox		
7.	**Select Output Device**	In the *Print Control* section of the screen, choose *Print Parameters* next to the *Data Medium Exchange* field.	The *Payment Medium: Creation* dialog box for entering printer details is displayed.	
8.	**Enter Print Parameters**	In the *Payment Medium: Creation* dialog box, make the following entries: *Output Device*: **`<printer name>`** *Number of copies*: **<#>** Enter details as appropriate in the *Spool Control* and *Cover Page Settings* sections of the dialog box. When done, choose the *OK* pushbutton.		
9.	**Repeat test steps # 7 and # 8**	Repeat test steps # 7 and # 8 for the selections *Payment Summary* and *Error Log*. **i Note** If you default your print values in your user settings, you do not have to do this test step.		
10.	**Generate DME File**	Choose *Execute* to generate the DME file.	On the *Payment Medium: Creation* screen, a list of the generated payment media is displayed.	

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail
11.	**Go Back**	Choose the *Back* pushbutton.	The *Payment Medium Tool Output* screen is displayed, on which the system displays an overview of the generated payment media: details regarding the created file itself, the error log, and the payment summary.	
12.	**View DME File Details**	To display the detail of the documents, double-click the output you wish to view.	The *Data Medium Overview* screen is displayed.	
13.	**Start Download of DME File**	On the *Data Medium Overview* screen, highlight the line item and choose *Download* from the menu bar, choose *More... Edit* › *Download*.	The *File Download* dialog box is displayed.	
14.	**Enter DME File Name**	On the *File Download* dialog box, enter the file name and location of where the file should be saved: *File name*: **`<DME file name>`**		
15.	**Confirm Download of DME File**	Choose *Continue* to confirm the download.	The system displays the *Download successfully completed* message. The DME file is generated and downloaded for sending to the bank. The payment summary form and payment advice are generated.	

i Note

Sample variants for each payroll area have been delivered as part of the activation content.

Instead of executing test steps # 2 to # 6 you can choose on the *Data Medium Exchange Preliminary Program (USA)* screen the *Get Variant ...* icon and select the appropriate variant name, as follows:

- for payroll area **`UM (HR-US: Monthly)`** select variant **`YUS_HR_US_OC_M`**
- for payroll area **`US (HR-US: Semi-monthly)`** select variant **`YUS_HR_US_OC_S`**
- for payroll area **`UW (HR-US: Weekly)`** select variant **`YUS_HR_US_OC_W`**
- for payroll area **`UX (HR-US: Bi-weekly)`** select variant **`YUS_HR_US_OC_X`**

Select the *Run Date* using match code from dropdown list; the *Identification* field is then filled automatically.

Continue with test step # 7 from the table above.

4.24 Execute FI Posting Run

Purpose

The Payroll Administrator executes the posting run to Financial Accounting.

The posting run to Financial Accounting (FI for short) creates a posting document that is transferred to FI, and the information is used to post an FI document. The information is reflective of the Expense and Liability posting for Payroll.

Posting to Accounting includes the evaluation of the payroll results, the creation of summarized documents and posting them in the Accounting components.

When posting to Accounting, the following activities should be performed:

- Creating a Posting Run
- Checking a Posting Run
- Checking the Posting Documents
- Releasing Posting Documents
- Posting Documents
- Checking Accounting Documents
- Checking the Completeness of the Postings
- Subsequent Activities in Financial Accounting

→ Recommendation

A simulation of a posting run should be executed before and after completing payroll. In this way, you can recognize posting-relevant errors in the payroll results early and avoid errors when creating a live posting run. Both the simulation and live run are executed using the same transaction code.

Prerequisites

The payroll control record must be in status *Exit Payroll*.

Procedure

Test Step #	Test Step Name	Instruction	Additional Information	Expected Result	Pass / Fail
1.	**Log on as Payroll Administrator**	Access the **Employee Central Payroll** Menu and navigate to *Human Resources* > *Payroll* > *Americas* > *USA* > *Subsequent activities* > *Per payroll period* > *Evaluation* > *Posting to accounting* > *Execute posting run* or enter transaction code **PC00_M99_CIPE**.		The *Posting to Accounting: Create Posting Run* screen is displayed.	
2.	**Enter Payroll Period Data**	Make following entries in the *Payroll Period* section of the screen: *Period*: **Current Payroll Period** is defaulted; leave as is *Payroll Area*: select **UM(HR-US:Monthly)** and choose *Enter*.	Alternatively, instead of executing test steps # 2 to # 6, you can proceed as follows: For each payroll area, a sample variant has been delivered within the activation content of this SAP best practices to ease executing this process step. Select on the *Posting to Accounting: Create Posting Run* screen the *Get Variant...* icon and choose the appropriate variant for the payroll area for which you want to execute the productive posting run. Then continue with test step # 7 and subsequent.		
3.	**Enter Selection Criteria**	Make following entries in the *Selection Criteria* section of the screen: *Personnel Number*: leave empty *Payroll area*: If not defaulted, use value help to select **UM(HR-US:Monthly)** ⚠ Caution Select the same value as in the *Payroll Period* section. Do not use payroll area ranges.			

Test Step #	Test Step Name	Instruction	Additional Information	Expected Result	Pass / Fail
4.	**Enter Run Attributes**	Make following entries in the *Run Attributes* section of the screen: *Off-Cycle Payroll Run*: leave empty unless processing an off-cycle payroll *Type of document creation*: select **`P(Live posting run)`** from value help *Output log*: flag the checkbox in case you want to obtain a results log for all selected employees **Note** In case you leave the checkbox unflagged, a log will only be output for the rejected employees. *Text on posting run*: enter text to identify the posting document, if appropriate	**→ Recommendation** Refer to configuration guide of configuration block Local Payroll Administration for more details on the delivered variants.		
5.	**Specify Posting Date**	In the *Specify posting date* section of the screen, check the *Acc. to Payment Date* radio button.			
6.	**Enter Document Creation Data**	Make following entries in the *Data for document creation* section of the screen: *Document Date*: select from calendar help, or leave empty to default to today's date *Posting variant*: **SAP**			
7.	**Execute FI Posting Productive Run**	Choose the *Execute* pushbutton.		The *Evaluation of Posting Item* screen is displayed. The created posting run has acquired the status *Documents created*.	

Test Step #	Test Step Name	Instruction	Additional Information	Expected Result	Pass / Fail
8.	**Go to Posting Document**	On the *Evaluation of Posting Item* screen, choose the *Document Overview* pushbutton.		The *Posting to Accounting: Document overview* screen is displayed, containing the created document, together with its status. The status should be *Created*. i Note As the Accounting configuration is not in scope of this SAP best practices, no posting documents will be generated.	

4.25 Process FI Posting Run (Process Step Outside of Scope Item Scope)

⚠ Caution

A prerequisite for executing this process step successfully is the integration between the Employee Central Payroll system and the SAP Finance system. As this integration is not in scope of the present SAP best practices, this process step is out of scope, too, and therefore described in a general manner only.

Purpose

When checking a live posting run and the accompanying posting documents, the Payroll Administrator establishes that all posting documents are technically correct and contain the right contents. To post the posting documents, the Payroll Administrator must first release all posting documents for the posting run.

After all the posting documents have been released for a posting run, the posting run receives the status *All documents released*. The Payroll Administrator can now post the posting documents. All the posting documents belonging to a posting run must be posted together in the Accounting components. Individual posting documents cannot be posted.

To execute this process step, proceed as follows:

- Log on to **Employee Central Payroll** as a *Payroll Administrator*.
- Either navigate in the **Employee Central Payroll** Menu to *Human Resources* > *Payroll* > *Americas* > *USA* > *Subsequent activities* > *Per payroll period* > *Evaluation* > *Posting to accounting* > *Process posting run* or enter directly transaction code **PCP0**.
- On the *Display posting runs* screen release all posting documents and then post the posting documents.

4.26 Execute Third-Party Remittance Run

Purpose

The Payroll Administrator executes this report to collect data from existing payroll results, that is relevant for third-party remittance and posting to FI/CO, and update the third-party remittance tables for the organization.

Prerequisites

The payroll run must have generated payroll results and the payroll control record must be in status *Exit Payroll*.

Procedure

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail
1.	Log on as Payroll Administrator	Access the **Employee Central Payroll** Menu and navigate to *Human Resources* > *Payroll* > *Americas* > *USA* > *Subsequent activities* > *Period-independent* > *Evaluation* > *Third-party remittance* > *Evaluate remittance (New)* or enter transaction code **PC00_M99_URME**.	The *Create Third-Party Remittance Evaluation Run* screen is displayed.	
2.	Enter Payroll Period Data	On the *Create Third-Party Remittance Evaluation Run* screen, make following entries in the *Payroll Period* section: *Period*: **Current Payroll Period** is defaulted; leave as is *Payroll Area*: select **UM(HR-US:Monthly)** and choose *Enter*.		

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail
3.	**Enter Selection Criteria**	On the *Create Third-Party Remittance Evaluation Run* screen, make following entries in the *Selection Criteria* section: *Personnel Number*: leave empty to run it for all employees in the payroll area. *Payroll area*: If not defaulted, use value help to select **`UM(HR-US:Monthly)`** ⚠ Caution Select the same value as in the *Payroll Period* section. Do not use payroll area ranges.		
4.	**Enter Off-Cycle Payroll Processing Data (Optional)**	*Off-cycle reason*: leave empty unless processing an off-cycle payroll *Off-cycle Payroll Processing*: leave empty unless processing an off-cycle payroll		
5.	**Enter HR Payee Type**	On the *Create Third-Party Remittance Evaluation Run* screen, make following entries in the *HR payee type to be posted* section: *HR payee type*: leave empty to obtain all available HR payee items		
6.	**Enter Control Data**	On the *Create Third-Party Remittance Evaluation Run* screen, make following entries in the *Control data* section: In the *ALV control* part, check the *No ALV view* radio button. Unflag all checkboxes in the *Level of detail on double-click* part and in the *Detail for list output*part, to reduce the run time in case of large production runs. i Note You may leave them flagged for smaller runs of small groups of employees. Check the *Production Mode* radio button. i Note Any corresponding database table will be updated. *Display log*: read-only in case *No ALV view* radio button has been checked		

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail
7.	**Execute Third-Party Remittance Evaluation**	Choose the *Execute* pushbutton.	A new screen is displayed, containing the log of the remittance evaluation run.	

Result

The document for third-party remittance is now created. The system issues a log, listing HR payees for which third-party remittance is payable, along with the amount and the due date. The earliest due date in the list should be noted down; it is needed in the subsequent process step of running the third-party remittance posting.

4.27 Execute Third-Party Remittance Posting Run

Purpose

This report extracts remittance items from the third-party remittance tables of the organization and places them into a posting run. The posting run represents remittances in the form of a sequence of documents that the Payroll Administrator can then examine, release, and post to FI.

This report should be run at least once a day.

> → Recommendation
>
> Before executing the live third-party remittance posting run, it is recommended to execute a simulation of the posting run. For this, when executing test step # 3 in **Procedure** table below, check the *Test Mode* radio button. In this way, posting-relevant errors can be recognized and solved.

Prerequisites

The third-party remittance run has been executed successfully.

Procedure

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail
1.	**Log on as Payroll Administrator**	Access the **Employee Central Payroll** Menu and navigate to *Human Resources* > *Payroll* > *Americas* > *USA* > *Subsequent activities* > *Period-independent* > *Evaluation* > *Third-party remittance* > *Create posting run* or enter transaction code **PC00_M99_URMP**.	The *Create Third-Party Remittance Posting Run* screen is displayed.	
2.	**Enter Posting Data Selection**	On the *Create Third-Party Remittance Posting Run* screen, make following entries in the *Posting data selection* section: *Company Code*: select from value help *Business Area*: leave empty *HR payee type*: leave empty *Due date*: enter the earliest due date in the list HR payees noted down in previous process step. Use the *Less than/equal to* sign to ensure that earlier outstanding remittance items are included in the posting run. **Note** The due date determines when the payee must receive a payment.		

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail
3.	**Enter Control Data**	On the *Create Third-Party Remittance Posting Run* screen, make following entries in the *Control* section: In the *Transfer parameters* part, make following entries: *Text on posting run*: enter as appropriate, for example **`3PR Posting`** *Posting date*: select from calendar help the date that the entries are to be posted in FI ⚠ Caution If you enter a date that is assigned to a posting period that is either already closed or is not yet open, an error will occur during the transfer to FI. *Posting variant*: **SAP** *Document Date*: select from calendar help the date on which the original document was issued In the *Processing option* part, check the *Production Mode* radio button. i Note Any corresponding database table will be updated. Unflag the *Download/exp. TemSe* checkbox. Flag the *Include due date chg* checkbox. i Note If flagged, the remittance posting run log will also contain information about items that have due date changes according to their accumulator and limit. Flag the *Update already posted items* checkbox. → Recommendation We recommend that you always leave this checkbox flagged to ensure no existing items are overdue.		

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail
4.	**Execute Third-Party Remittance Posting Run**	Choose the *Execute* pushbutton.	A new screen is displayed, containing a log that lists all remittances due by FI vendor and HR payee. The third-party remittance posting run is displayed at the bottom of the log.	

4.28 Follow-Up Activities in Third-Party Remittance Processing (Outside of Scope Item Scope)

Purpose

As mentioned at the beginning of chapter **Test Procedures** of this document, a successful execution of Third-Party Remittance requires the existence of payee data in the Employee Central Payroll system as well as the integration to the SAP FI/CO system of your company. Both these prerequisites are not part of the present SAP Best Practices package. Therefore, the majority of the process steps sketched at the beginning of chapter **Test Procedures** are not in scope of this package.

For details to the subsequent steps to be executed within the Third-Party Remittance process (like processing of third-party remittance run, reconciliation of third-party remittance postings, or creation of third-party remittance payment), refer to the documentation of the SAP Payroll Process for the United States existing on the SAP Help Portal.

Once you have executed the third-party remittance steps, you can check with help of the Remittance Completeness Check Report (transaction **PC00_M99_URMC**), whether there are any open third-party remittance items. Based on the three different types of completeness checks that can be executed, you obtain following results:

- Employees and payroll results that have not been evaluated.
- All payee items that have been evaluated but not posted to Financial Accounting (FI).
- All posting runs in transaction **PCP0** (**Display posting runs**) that have not been released.

Ideally, the result list of each of these completeness checks is empty. If this is not the case, you need to execute again dedicated process steps within the third-party remittance process to clear each list.

Result

All third parties to which tax, garnishment, membership or benefits payments are owed have been paid. The amounts have been posted to the appropriate general ledger, subledger and bank accounts in FI/CO.

5 More Information

5.1 Executing Payroll and Post Payroll Processing Using Payroll Control Center Integrated in Employee Central

In case the Payroll Control Center is integrated in Employee Central, instead of accessing the **Employee Central Payroll** Menu, the end-users can execute the payroll and post payroll processing directly in the Employee Central system. This system calls the Employee Central Payroll system, via the Payroll Control Center screen, which is exposed through a gateway.

When using the Payroll Control Center, three pre-configured processes are delivered, each of which contains a certain number of sequential process steps to be executed:

- Team Monitoring: The process designed for creating test payroll results and running policies (these being groups of validation rules), which are based on real payroll results. The alerts issued during this phase can be assigned to specified administrators for resolution, or the administrators can assign them to themselves from the list of alerts. By taking care of all alerts appearing during this phase, the perfect payroll data will be achieved for the productive payroll run. Basically, process steps Execute Payroll Simulation Run [page 17] to Release Payroll Area [page 26] within this document would be covered by this preconfigured process.
- Production Payroll: The process designed for running the productive payroll, as well as the posting simulation run. In case alerts are issued during this phase, they can be assigned to specified administrators for resolution, or the administrators can assign them to themselves from the list of alerts. The alerts need to be solved before conclude the payroll processing. Basically, process steps Execute Payroll Run [page 27] to Exit Payroll [page 49] within this document would be covered by this preconfigured process.
- Posting to Finance: The process designed for executing the post payroll processing activities. Basically, process steps Create Payment Data Using Preliminary Program Data Medium Exchange [page 54] to Process FI Posting Run (Process Step Outside of Scope Item Scope) [page 68] within this document would be covered by this preconfigured process.

To execute the Team Monitoring pre-configured process, proceed as follows:

- Log on to **Employee Central** as a *Payroll Administrator*.
- Select from the *Home* dropdown *Payroll*. You will be requested to enter your login data to the **Employee Central Payroll** system.
- Select on the *My Processes* screen the *UPCOMING PROCESSES (#)* tab.
- Search for the *Team Monitoring* process of the relevant payroll area and period that needs to be started and choose *Start Process* next to that process.
- Execute each step as described in test script of scope item Manage Payroll Processes and Analyze Payroll Anomalies Using the PCC from the SAP Best Practices for SAP Payroll Processing control center.

To solve the errors revealed by the check policies, proceed as follows:

- Log on to **Employee Central** as a *Payroll Administrator*.

- Select from the *Home* dropdown *Payroll*. You will be requested to enter your login data to the **Employee Central Payroll** system.
- To check which alerts have been assigned to you for solving, select on the *My Processes* screen the *My Alerts* tab.
- To assign alerts to yourself from the team alerts page, select on the *My Processes* screen the *Unassigned Alerts* tab.
- Execute each step as described in test script of scope item Manage Payroll Processes and Analyze Payroll Anomalies Using the PCC from the SAP Best Practices for SAP Payroll Processing control center.

To execute the Production Payroll pre-configured process, proceed as follows:

- Log on to **Employee Central** as a *Payroll Administrator*.
- Select from the *Home* dropdown *Payroll*. You will be requested to enter your login data to the **Employee Central Payroll** system.
- Select on the *My Processes* screen the *UPCOMING PROCESSES (#)* tab.
- Search for the *Production Payroll* process of the relevant payroll area and period that needs to be started and choose *Start Process* next to that process.
- Execute each step as described in test script of scope item Manage Payroll Processes and Analyze Payroll Anomalies Using the PCC from the SAP Best Practices for SAP Payroll Processing control center.

To solve the errors revealed by the check policies, proceed as follows:

- Log on to **Employee Central** as a *Payroll Administrator*.
- Select from the *Home* dropdown *Payroll*. You will be requested to enter your login data to the **Employee Central Payroll** system.
- To check which alerts have been assigned to you for solving, select on the *My Processes* screen the *My Alerts* tab.
- Execute each step as described in test script of scope item Manage Payroll Processes and Analyze Payroll Anomalies Using the PCC from the SAP Best Practices for SAP Payroll Processing control center.

To execute the Posting to Finance pre-configured process, proceed as follows:

- Log on to **Employee Central** as a *Payroll Administrator*.
- Select from the *Home* dropdown *Payroll*. You will be requested to enter your login data to the **Employee Central Payroll** system.
- Select on the *My Processes* screen the *UPCOMING PROCESSES (#)* tab.
- Search for the *Posting to Finance* process of the relevant payroll area and period that needs to be started and choose *Start Process* next to that process.
- Execute each step as described in test script of scope item Manage Payroll Processes and Analyze Payroll Anomalies Using the PCC from the SAP Best Practices for SAP Payroll Processing control center.

5.2 Process Integration

The process to be tested in this test script is part of a chain of integrated processes.

5.2.1 Preceding Processes

You may first have completed the following processes and conditions before you start with the test steps:

Process	Business Condition
Update Payroll-Relevant Data	The employee's master data record has been replicated successfully to SAP SuccessFactors Employee Central Payroll. Payroll-relevant data has been maintained for the employee.
Replicate Absence Data	If appropriate, short-term absence data for a particular payroll period have been maintained and replicated successfully to SAP SuccessFactors Employee Central Payroll.
Manage Third-Party Benefits (Optional)	The employee has been enrolled in benefits he or she is eligible for, more precisely in savings plans.

5.2.2 Succeeding Processes

After completing the activities in this test script, you can continue testing the following business processes:

Process	Business Condition
Retroactive Payroll Processing (Optional)	Employee payments for previous payroll periods can be adjusted if needed. Retroactivity refers to the ability to make employee master data changes before the current pay period. SAP SuccessFactors Employee Central Payroll then automatically recalculates previous periods and adjusts the results accordingly.
Period End Closing for HCM	Activities required for daily/month-end, quarterly-end and year-end closing in payroll are prepared and carried out using a set of standard reports for generating evaluations and analyses of payroll.

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