

PPA Cross-Agency 035 Reconciliation Workgroup
Enterprise and Ad Hoc Reporting
Recommended for reconciliation of L&I premiums / GL 5187

Why run this report:

Identify amounts credited to GL 5187 each payroll by deduction or transfer.
Determine L&I quarterly payment amount.

When to run this report:

- Run as part fiscal month reconciliation and quarterly for L&I payment documentation.
- A separate tracking spreadsheet works best to determine which payrolls to include for each quarter's payment based on whether the agency pays on a calendar, or lag quarter basis.
- Notes about retros, transfers and possible amended returns are also useful on the spreadsheet.

How to run this report:

Log on to Enterprise Reporting:

<http://reporting.ofm.wa.gov/businessobjects/enterprise10/eportfolio/en/logonform.csp>

First-time users must contact OFM to set up a user ID and password.

Or

Log on to Ad Hoc Reporting:

<http://adhocreporing.ofm.wa.gov/businessobjects/Enterprise115/InfoView/logon.aspx>

Enterprise Reporting instructions...

What's New?
User's Guide
References

Welcome to Washington State's
Enterprise Reporting Standard Reports
Budget Reports - 360-725-5278 - OFMBass@ofm.wa.gov
Financial and All Other Reports - 360-664-7791 - AFRSHelpDesk@ofm.wa.gov

Contact Support
New User
Privacy Notice

User Name:

Password:

Authentication: Enterprise

Log On
[Forgot Password?](#)

Click on "Financial Reports":

- 🏠 Home
- 🌟 Favorites

Folders

- 📁 Daily Reports
- 📁 Financial Reports
- 📁 TEMS Reports

PPA Cross-Agency 035 Reconciliation Workgroup

Click on “General Ledgers”:

Folders

- Account Codes
- Accounting
- Administering Agency
- Allotment Expenditure Flexible
- Allotment Expenditure Monthly/BTD
- Allotment Expenditure Status
- Downloads/Extracts
- Encumbrances
- Expenditure Activity
- Expenditure Flexible
- Financial Statements
- General Ledgers ←
- Project-to-Date
- Revenue

Under “General Ledger Analysis Flexible”

Click on “Schedule with Selection Values” – First time set up.

Click on “History” - To use established format.

Folders

No folders

General Ledger Activity By Vendor

[Schedule](#) | [Schedule with Selection Values](#) | [History](#)

Total Instances: 1449 - User Instances: 0

General Ledger Activity Flexible

[Schedule](#) | [Schedule with Selection Values](#) | [History](#)

Total Instances: 5098 - User Instances: 0

General Ledger Analysis Flexible

[Schedule](#) | [Schedule with Selection Values](#) | [History](#)

Total Instances: 4256 - User Instances: 20

To get information about a specific payroll add:

- Current Document Number: Input “*PYPP” for specific payroll.

Current Document Number:

New value:

Current value: **No current value has been set.**

To run reports for a quarter:

- Update the “Begin fiscal Month” and “End Fiscal Month” to include all months with the payrolls for the quarter being paid.
- If the quarter straddles two biennium, two reports will be needed.
- For “Lag Quarter” payments, be sure to subtract any payrolls not included to get the available balance for the actual payment. A separate tracking spreadsheet helps with this process.

Example:

3rd quarter 2009 - Lag Quarter payment would include payrolls 14-19 (July 24) through (October 9). This represents parts of fiscal months 1 – 4. The full report is on the next page.

Snips from the beginning of the report:

Account 035 - State Payroll Revolv

General Ledger 5187 - Industrial I			Beginning Balance:		(461,618.59)
FM	Proc Dte	Cur Doc No	TC	Invoice No	Amount
1101	2009 07 07	PR-P0913	187		(90,935.64)
1101	2009 07 07	TSFP0913	187		(38.57)
1101	2009 07 20	PR-P0914	187		(80,111.85)
1101	2009 07 29	001021IA	642	2009 2ND QTR	552,592.80

The “Beginning Balance” represents the past balance from 2nd quarter. (461,618.59)
 Payroll 13 also belongs to that quarter. (90,935.64 + 38.57) = (90,974.21)
 Total that was available for 2nd quarter: (552,592.80). This matches the payment that was made.
 GL 5187 is balanced to zero at this point.

The (80,111.85) credit for Payroll 14 is the beginning of the amount available for 3rd quarter.

Snips from the end of the report:

1104	2009 10 21	PR-P0920	187		(91,818.08)
1104	2009 10 21	PR-P0920	187		(19.59)
1104	2009 10 21	PR-P0920	187		(21.57)
1104	2009 10 21	PR-P0920	187		(19.10)
1104	2009 10 21	PR-P0920	187R		71.66
1104	2009 10 21	PR-P0920	187R		69.86
1104	2009 10 21	PR-P0920	187R		114.65
1104	2009 10 21	TSFP0920	187		(50.42)
1104	2009 10 27	011587IA	642	2009 3RD QTR	530,899.15
Total for General Ledger 5187 -			Period Activity:		370,471.90
...			Ending Balance:		(91,146.69)

All amounts for Payroll 20 belong to the next quarter. (91,672.59).
 There is an additional (525.90) credit that will be collected as an amended return for a prior quarter.
 (91,146.69) “Ending Balance” + (525.90) credit coming = (91,672.59) for Payroll 20.
 GL 5187 account is balanced. \$530,899.15 sent for 3rd quarter payment was correct.

PPA Cross-Agency 035 Reconciliation Workgroup

Full report:

OFM

4770 - Department of Fish and Wildlife

General Ledger Analysis Flexible by Account/General Ledger

Report Number: GL01 Date Run: Nov 5, 2009 4:04PM
 Biennium: 2011 Fiscal Months: Jul FY1 Through: Oct FY1 Transactions Through: Nov 4, 2009 8:11PM
 Agency 4770 - Department of Fish and Wildlife Beginning Balance: (461,618.59)
 Account 035 - State Payroll Revolving Account Beginning Balance: (461,618.59)
 General Ledger 5187 - Industrial Insur. & Med. Aid Deduct'n's P Beginning Balance: (461,618.59)

FM	Proc Dte	Cur Doc No	Ref Doc No	BT	B#	Acct	EAI	PI	SO	SSO	OI	Proj	SP	Ph	MS	Src	SSrc	TC	Invoice No	Amount
1101	2009 07 07	PR-P0913		P2	001	035												187		(90,935.64)
1101	2009 07 07	TSFP0913		P2	001	035												187		(58.57)
1101	2009 07 20	PR-P0914		P0	001	035												187		(80,111.85)
1101	2009 07 29	0010211A		JA	180	035												642	2009 2ND QTR	552,592.80
1102	2009 08 05	PR-P0915		P0	001	035												187		(97,629.65)
1102	2009 08 05	PR-P0915		P0	001	035												187		(67.91)
1102	2009 08 05	PR-P0915		P0	001	035												187R		33.34
1102	2009 08 20	PR-P0916		P0	001	035												187		(83,870.16)
1102	2009 08 20	PR-P0916		P0	001	035												187R		4.93
1103	2009 09 03	PR-P0917		P0	001	035												187		(93,334.16)
1103	2009 09 03	PR-P0917		P0	001	035												187		(49.02)
1103	2009 09 03	PR-P0917		P0	001	035												187		(73.92)
1103	2009 09 03	PR-P0917		P0	001	035												187		(75.69)
1103	2009 09 03	PR-P0917		P0	001	035												187R		270.20
1103	2009 09 03	PR-P0917		P0	001	035												187R		276.77
1103	2009 09 03	PR-P0917		P0	001	035												187R		179.14
1103	2009 09 21	PR-P0918		P0	001	035												187		(81,221.62)
1104	2009 10 05	PR-P0919		P0	001	035												187		(95,181.87)
1104	2009 10 05	PR-P0919		P0	001	035												187		(11.03)
1104	2009 10 05	PR-P0919		P0	001	035												187		(7.33)
1104	2009 10 05	PR-P0919		P0	001	035												187		(8.38)
1104	2009 10 05	PR-P0919		P0	001	035												187		(12.26)
1104	2009 10 05	PR-P0919		P0	001	035												187		(9.80)
1104	2009 10 05	PR-P0919		P0	001	035												187		(9.80)
1104	2009 10 05	PR-P0919		P0	001	035												187		(7.25)
1104	2009 10 05	PR-P0919		P0	001	035												187		(8.58)
1104	2009 10 05	PR-P0919		P0	001	035												187		(12.74)
1104	2009 10 05	PR-P0919		P0	001	035												187		(7.33)
1104	2009 10 05	PR-P0919		P0	001	035												187		(7.33)
1104	2009 10 05	PR-P0919		P0	001	035												187R		46.58
1104	2009 10 05	PR-P0919		P0	001	035												187R		273.82
1104	2009 10 05	PR-P0919		P0	001	035												187R		26.87
1104	2009 10 05	PR-P0919		P0	001	035												187R		44.79
1104	2009 10 05	PR-P0919		P0	001	035												187R		35.83
1104	2009 10 05	PR-P0919		P0	001	035												187R		31.35

Report purpose: To review activity in a GL account for a specified period. Beginning balances may change until the prior biennium is officially closed. Page: 1

OFM

4770 - Department of Fish and Wildlife

General Ledger Analysis Flexible by Account/General Ledger

Report Number: GL01 Date Run: Nov 5, 2009 4:04PM
 Biennium: 2011 Fiscal Months: Jul FY1 Through: Oct FY1 Transactions Through: Nov 4, 2009 8:11PM

FM	Proc Dte	Cur Doc No	Ref Doc No	BT	B#	Acct	EAI	PI	SO	SSO	OI	Proj	SP	Ph	MS	Src	SSrc	TC	Invoice No	Amount
1104	2009 10 05	PR-P0919		P0	001	035												187R		26.87
1104	2009 10 05	PR-P0919		P0	001	035												187R		30.63
1104	2009 10 05	PR-P0919		P0	001	035												187R		26.42
1104	2009 10 05	PR-P0919		P0	001	035												187R		35.83
1104	2009 10 05	PR-P0919		P0	001	035												187R		26.87
1104	2009 10 05	PR-P0919		P0	001	035												187R		40.31
1104	2009 10 05	TSFP0919		P0	001	035												187		(66.19)
1104	2009 10 21	PR-P0920		P0	001	035												187		(91,818.08)
1104	2009 10 21	PR-P0920		P0	001	035												187		(19.59)
1104	2009 10 21	PR-P0920		P0	001	035												187		(21.57)
1104	2009 10 21	PR-P0920		P0	001	035												187		(19.10)
1104	2009 10 21	PR-P0920		P0	001	035												187R		71.66
1104	2009 10 21	PR-P0920		P0	001	035												187R		69.86
1104	2009 10 21	PR-P0920		P0	001	035												187R		114.65
1104	2009 10 21	TSFP0920		P0	001	035												187		(50.42)
1104	2009 10 27	011587IA		JD	253	035												642	2009 3RD QTR	530,899.15

Total for General Ledger 5187 - Industrial Insur. & Med. Aid Deduct'n's P Period Activity: 370,471.90
 Ending Balance: (91,146.69)

Total for Account 035 - State Payroll Revolving Account Period Activity: 370,471.90
 Ending Balance: (91,146.69)

Total for Agency 4770 - Department of Fish and Wildlife Period Activity: 370,471.90
 Ending Balance: (91,146.69)

PPA Cross-Agency 035 Reconciliation Workgroup

“Ad-Hoc Reporting” is another tool to provide reporting information on GL 5187 activity:

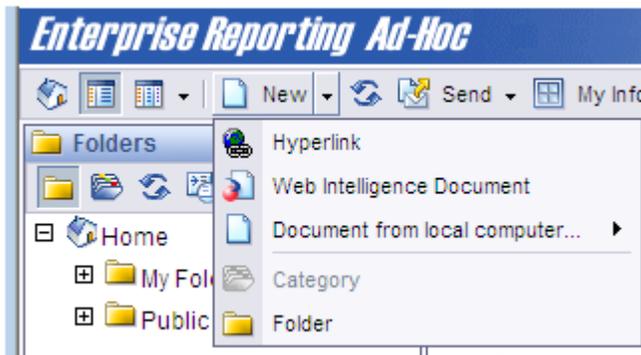
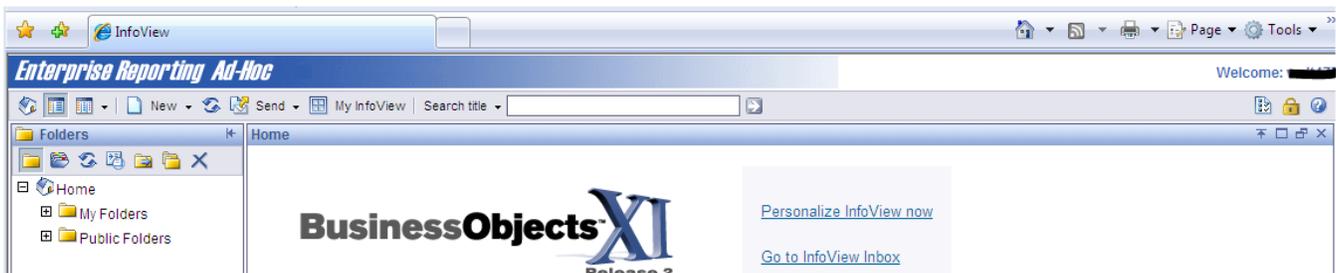
<http://adhocreporting.ofm.wa.gov/businessobjects/Enterprise115/InfoView/logon.aspx>

To become a new user of the Enterprise Reporting Ad Hoc Tool, please register for the class "Introduction to the Ad Hoc Tool" at <http://www.ofm.wa.gov/accounting/training.asp>.

Your user name and password will be provided at the time of training.

To find out more information please contact the Enterprise Reporting Help Desk at (360) 664-7725.

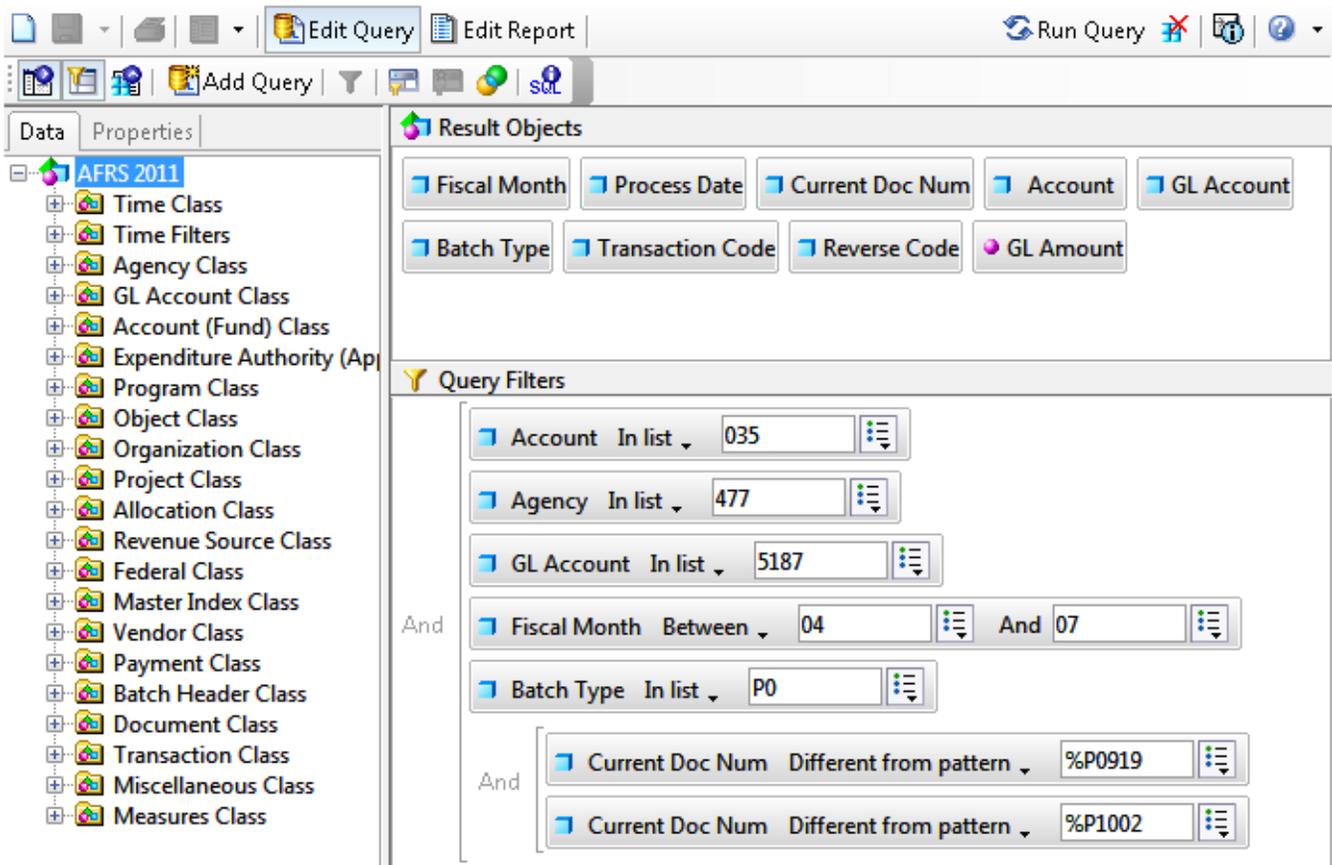
Log In and start a “New”, “Web Intelligence Document”:



Fields to complete for initial setup of report for reconciliation of GL 5187:

- Results Objects:
- Fiscal Month
 - Process Date
 - Current Doc Num
 - Account
 - GL Account
 - Batch Type
 - Transaction Code
 - Reverse Code
 - GL Amount

- Query Filters:
- Account, In list, “035”
 - Agency, In list, “Agency number”
 - GL Account, In list, “5187”
 - Fiscal Month, Between, “Start” and “End” of quarter
 - Batch Type, In list, “P0”
 - Current Doc Num, Different from pattern, “%PXXXX”
 - Current Doc Num, Different from pattern, “%PXXXX” where X’s represent payrolls to be excluded. In example of 4th quarter payment, only payrolls P0920 through P1001 will be shown.



PPA Cross-Agency 035 Reconciliation Workgroup

On the resulting report, add a “Sum” of the amounts and type in a header if desired.

- The total dollar amount is what has been credited to GL 5187 during the quarter.
- This is the amount owed to L&I if there are no amended returns needed.
- This will not match your Enterprise GL balance if there are any amounts outstanding from prior activity.

Fund 035 - GL5187 4th Quarter 2009 Payroll activity

Fiscal Month	Process Date	Current Doc Num	Batch Ty	Account	GL Account	Transaction	Reverse Code	GL Amount
04	10/21/09	PR-P0920	P0	035	5187	187		-91,878.34
04	10/21/09	PR-P0920	P0	035	5187	187	R	256.17
04	10/21/09	TSFP0920	P0	035	5187	187		-50.42
05	11/5/09	PR-P0921	P0	035	5187	187		-93,519.07
05	11/19/09	PR-P0922	P0	035	5187	187		-70,153.19
05	11/19/09	PR-P0922	P0	035	5187	187	R	961.24
06	12/4/09	PR-P0923	P0	035	5187	187		-63,494.62
06	12/4/09	PR-P0923	P0	035	5187	187	R	85.99
06	12/4/09	TSFP0923	P0	035	5187	357		3.26
06	12/18/09	PR-P0924	P0	035	5187	187		-90,218.64
06	12/18/09	PR-P0924	P0	035	5187	187	R	13,089.62
07	1/6/10	PR-P1001	P0	035	5187	187		-66,831.60
						Sum:		-461,749.60

ZHR_RPTPY126 – Payroll Posting Report

Recommended for reconciliation of L&I premiums / GL 5187

Why run this report:

- Verify the details of the Enterprise report amounts.
- Identify the number of hours to report quarterly to L&I.
- Identify the amount of premiums to pay quarterly to L&I. (*Adjustments need to be considered.*)
- Find individual employee details for any personnel area (PA).
- Identify retro-activity and rate changes that may require adjustments and amended returns.

When to run this report:

On Days 2 & 3 to help ensure correct payroll processing.

Run on Day 5 (final after close).

How to run this report:

Use the “Get Variant” tool to choose one of the two Statewide variant(s) for L&I premiums and hours collected under your personnel area.

Payroll Area: Defaults to “11”. Leave as is.

Pay Period: Input period as needed.

Business Area: Input your personnel area.

ALV Layout Variant: Fills in as “/GL5187” or “/MED AID HRS” based on variant choice.

Payroll Posting Report

Payroll Period

Payroll Area: 11
Pay Period: 20 2009

Select by Person

Personnel Number:
Organizational Unit:

Select by Data

Business Area: 4770 to
Remitting Business Area: to
Wage Type: to
Warrant / EFT #: to
 Display all Data for EE
 Display all Bus. Areas for EE

Document

Run ID:

Sequence

Sequential Number:

ALV Variant

ALV Layout Variant: /GL 5187
 Read only fields in layout

Find Variant

Variant: swv*
Environment:
Created by:
Changed by:
Original language:

Use these fields on Day 2 & 3 for the upcoming payroll.

PPA Cross-Agency 035 Reconciliation Workgroup

SWV GL5187 – Has one line summaries of each risk class by Override Group

SWV MEDAID/IND – Has five line summaries of each risk class Override Group and wage type.

Variant catalog for program ZHR_RPTPY126				
Variant name	Short description	Changed
SWV GL 5187	Med Aid/Ind Ins deductions	A	X	SYSUPD2
SWV GL 5188	Savings Bond deds and Purch	A	X	SYSUPD2
SWV GL 5189	Writ of Garnishment GL 5189	A	X	SYSUPD2
SWV MEDAID/IND	Recon for hrs and amount	A	X	SYSUPD2

To run this report on Day 2 & 3 for the upcoming payroll, the “Run ID” and “Sequential Number” from the error report provided by DOP are required:

<http://www.dop.wa.gov/payroll/HRMS/PayrollCalendarSchedules/Pages/HRMSPayrollFinancialErrors.aspx>

	A	B	C
78	Count	0	
83	Run ID:		2000
84	Sequential Number:		1

SWV GL 5187 is short:

It is good for quickly identifying incorrect Medical Aid Groups. The first four digits will not match. The “Number of” represents five times the actual amount of hours:

GL	Over. Grp	Medical Aid Group	WT	Long text	Number of	Amount	For-period	In-Period	Pay date
Wrong:		1550-4902-00 Admin & clerical			320.00	14.20-			
		4770-4902-00 Admin & clerical			132,575.70	6,494.98-			
		4770-5300-00 Admin Field Perso			58,420.00	2,904.81-			
		4770-5307-00 EMP N.O.C.			345,024.25	61,809.07-			
		4770-6801-00 Sched arln flt cr			750.00	150.63-			
		4770-7103-06 Fish & Wildlife O			51,865.00	10,271.24-			
					588,954.95	81,644.93-			

SWV MEDAID/IND is five times longer in length, but the hours are more easily identified:

Over. Grp	Medical Aid Group	WT	Wage Type Long Text	Number of	Amount	Retro	For-period	In-Period	Pay date
	4770-6801-00 Sched arln flt cr		TX ER Medical Aid Fund Ta	150.00	28.08-				
			TX ER Suplmtal Pension Tx	150.00	6.27-				
	4770-6801-00 Sched arln flt cr			750.00	150.63-				
	4770-7103-06 Fish & Wildlife O		TX EE Medical Aid Fund Ta	10,373.00	1,829.09-				
			TX EE Suplmtal Pension Tx	10,373.00	433.61-				
			TX ER Accident Fund Tax	10,373.00	5,748.30-				
			TX ER Medical Aid Fund Ta	10,373.00	1,826.63-				
			TX ER Suplmtal Pension Tx	10,373.00	433.61-				
	4770-7103-06 Fish & Wildlife O			51,865.00	10,271.24-				
				588,954.95	81,644.93-				

The totals at the bottom provide the same information.

The “Amount” total represents the amount credited to GL 5187.

If there is no retro activity, there will only be one line of information in Enterprise that will match.

Other period activity is separated by period on the Enterprise reports.

PPA Cross-Agency 035 Reconciliation Workgroup

Clean example for one payroll:

Using SWV GL5187:

Report ID:	ZHR_RPTPY126
User:	00100974
Date:	10/22/2009
Period:	From 09/01/2009 To 09/15/2009
Payroll Period:	18 . 2009
Payroll Area:	11
Run type:	Production

Over. Grp	Medical Aid Group	WT	Long text	Number of	Amount	For-period	In-Period	Pay date
	4770-4902-00 Admin & clerical			118,107.95	5,788.09-			
	4770-5300-00 Admin Field Perso			46,458.40	2,309.54-			
	4770-5307-00 EMP N.O.C.			349,912.00	62,683.19-			
	4770-6801-00 Sched arln fit cr			810.00	162.69-			
	4770-7103-06 Fish & Wildlife O			52,152.25	10,278.11-			
				567,440.60	81,221.62-			

Confirmation from Report ID: ZHR_RPTPY010 - Accrued and Mandatory Payroll Deductions

Report ID: ZHR_RPTPY010		State of Washington - HRMS					Run Date: 10/22/2009	
User : 00100974		Accrued and Mandatory Payroll Deductions					Page : 1	
Pay Date 09/25/2009		Medical Aid and Industrial Insurance				Pay Period 09/01/2009 - 09/15/2009		
Personnel Area		4770 Dept of Fish & Wildlife						
Warrant Register		P0918						
Risk Class	Employee Sup. Pension	Employee Medical Aid	Employee Total	State Accident Fund	State Medical Aid	State Sup. Pension	State Total	Total Deduction
4902-00	990.89	819.30	1,810.19	2,237.57	819.30	990.89	4,047.76	5,857.95
5300-00	388.52	338.41	726.93	855.68	338.41	388.52	1,582.61	2,309.54
5307-00	2,922.50	11,058.44	13,980.94	34,651.45	11,058.44	2,922.50	48,632.39	62,613.33
6801-00	6.77	30.33	37.10	88.49	30.33	6.77	125.59	162.69
7103-06	435.93	1,830.60	2,266.53	5,745.05	1,830.60	435.93	8,011.58	10,278.11
TOTALS	4,744.61	14,077.08	18,821.69	43,578.24	14,077.08	4,744.61	62,399.93	81,221.62

Result in Enterprise:

Account 035 - State Payroll Revolving Account

General Ledger 5187 - Industrial Insur. & Med. Aid Deduct'ns P

Beginning Balance: 0.00

FM	Proc Dte	Cur Doc No	Ref Doc No	BT	B#	Acct	EAI	TC	Invoice No	Amount
1103	2009 09 21	PR-P0918		P0	001	035		187		(81,221.62)

Total for General Ledger 5187 - Industrial Insur. & Med. Aid Deduct'ns P

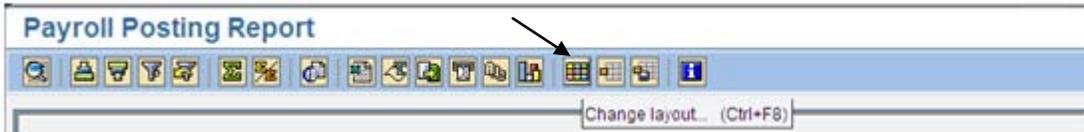
Period Activity: (81,221.62)

How to identify and confirm whether or not there is “retro” activity:

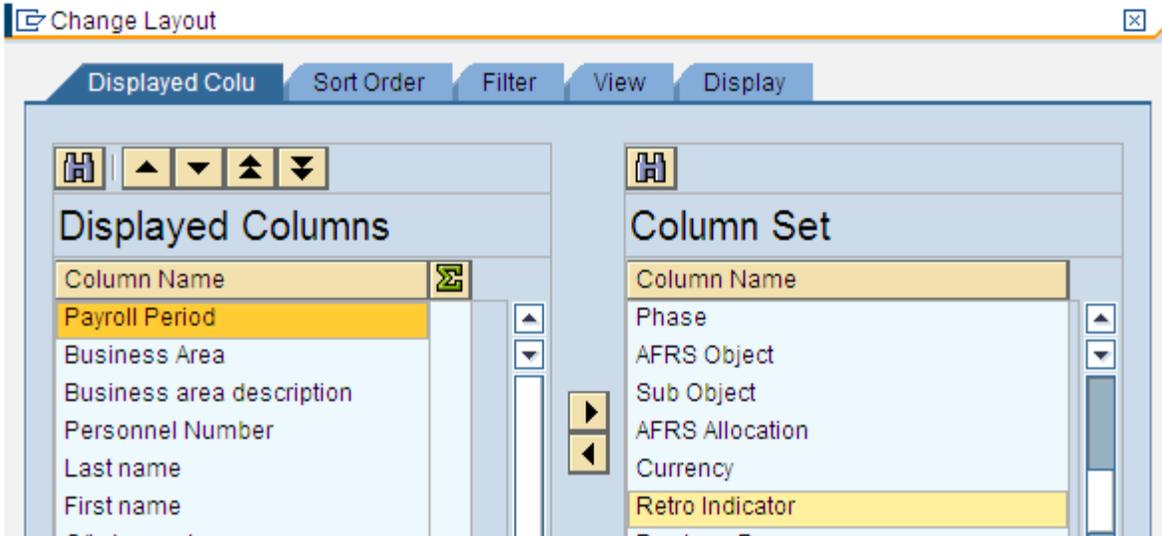
- Use “Change Layout” to add a “Retro Indicator” column, then filter to exclude “R” and “X” activity.
- Subtotal by the “For-period” column.
- The information will be presented in an expanded format with employee details:
- Minimize totals to get summary amounts to match Enterprise credits for the corresponding payroll:

How To:

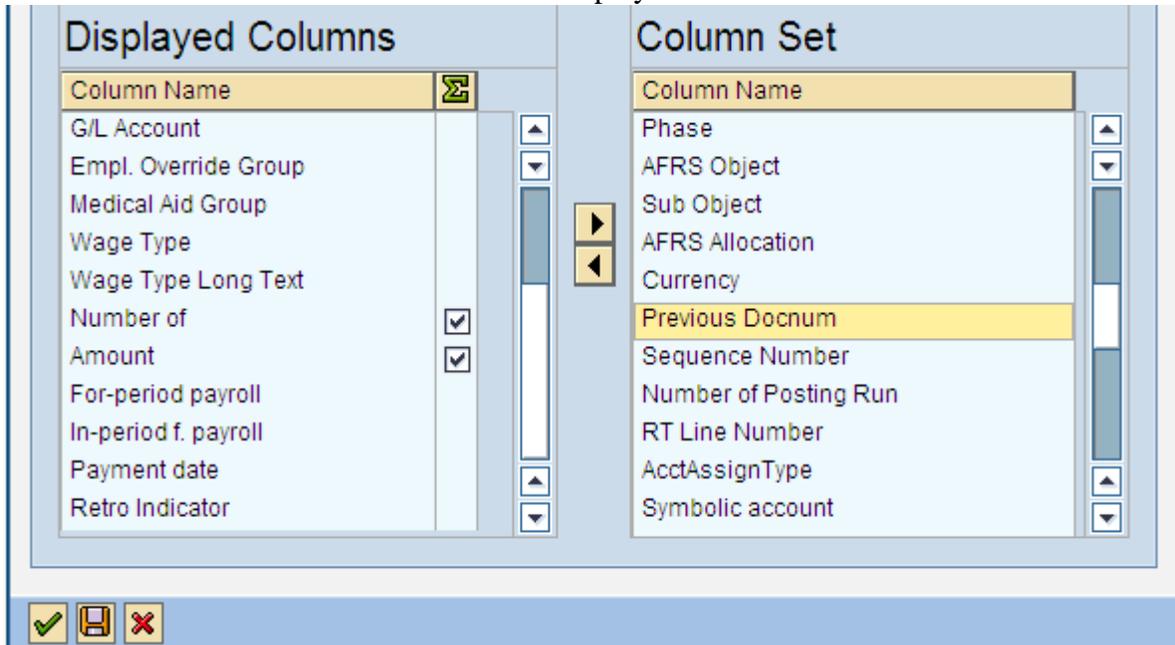
Use “Change Layout” to add a “Retro Indicator” column, then filter to exclude “R” and “X” activity:



Highlight “Retro Indicator” in “Column Set”, then click on the left arrow to add it to “Displayed”.



“Retro Indicator” is now at the end of the “Displayed Columns” list:



How to identify and confirm whether or not there is “retro” activity continued:

Result:

Medical Aid Group	WT	Long text	Number of	Amount	For-period	In-Period	Pay date	Retro
4770-4902-00 Admin & clerical			118,107.95	5,788.09-				
4770-5300-00 Admin Field Perso			46,458.40	2,309.54-				
4770-5307-00 EMP N.O.C.			349,912.00	62,683.19-				
4770-6801-00 Sched arln fit cr			810.00	162.69-				
4770-7103-06 Fish & Wildlife O			52,152.25	10,278.11-				
			567,440.60	81,221.62-				

Highlight “Retro” column, then choose the “Filter” option:

Determine values for filter criteria

Select

G/L Account to

Retro Indicator to

Use “Multiple Selections” arrow and Exclude “R” and “X”:

Multiple Selection for Retro Indicator

Select Single Values | Select Ranges | Exclude Single Values (2) | Exclude Ranges

O..S
R
K
X

Select “For-period” column and then use the “Subtotals” button.

Scroll to the bottom and minimize the details.

The “For-period” 200918 amount matches the report total. There is no retro activity.

Medical Aid Group	WT	Long text	Number of	Amount	For-per...	In-Period	Payment date	R...
			567,440.60	81,221.62-	200918			
			567,440.60	81,221.62-				

PPA Cross-Agency 035 Reconciliation Workgroup

Example where there is retro activity:

G/L	Over. Grp	Medical Aid Group	WT	Long text	Number of	Amount	For-per...	In-Period	Payment date	R...
					440.00	67.91	200914			
					694,252.40	97,629.65	200915			
					694,692.40	97,697.56				

(The \$97,629.65 “Amount” for the current period with retros excluded will match the PY010.)

Use the details to identify individual employees that may need further research.

In this example 33 hours and \$67.91 has charged to Class 5307 for period 14 in period 15.

These periods are both part of the 3rd quarter L&I reporting, so no adjustments to hours are needed.

The rate for Class 5307 is an increase from Class 4902, so the EE share difference requires adjustment.

Pers.N...	Last na...	First na...	G/L	Over. Grp	Medical Aid Group	WT	Long text	Number of	Amount	For-per...	In-Period	Payment date	R...
			5187...	0159	4770-5307 EMP N.O.C.	/443	TX EE M...	88.00	3.01	200914	200915	07/24/2009	
			5187...	0159	4770-5307 EMP N.O.C.	/442	TX EE S...	88.00	3.68		200915	07/24/2009	
			5187...	0159	4770-5307 EMP N.O.C.	/432	TX ER A...	88.00	43.62		200915	07/24/2009	
			5187...	0159	4770-5307 EMP N.O.C.	/433	TX ER M...	88.00	13.92		200915	07/24/2009	
			5187...	0159	4770-5307 EMP N.O.C.	/434	TX ER S...	88.00	3.68		200915	07/24/2009	
								440.00	67.91	200914			

Click on the “Retro” column, and then the “Filter” button again.

Remove the previous exclusions and “Select Single Values” of “R” and “X” instead.

Subtotal by “Pers. Number” if there is more than one employee.

The total of all retros will match the Enterprise debit amount (187R) for the corresponding payroll:

Pers...	Last na...	First na...	G/L	Over. Grp	Medical Aid Group	WT	Long text	Number of	Amount	For-period	In-Period	Payment date	R...
			5187...	0101	4770-4902 Admin & cle...	/443	TX EE M...	48.00	1.64	200914	200914	07/24/2009	R
			5187...	0101	4770-4902 Admin & cle...	/442	TX EE S...	48.00	2.01	200914	200914	07/24/2009	R
			5187...	0101	4770-4902 Admin & cle...	/432	TX ER A...	48.00	4.47	200914	200914	07/24/2009	R
			5187...	0101	4770-4902 Admin & cle...	/433	TX ER M...	48.00	1.64	200914	200914	07/24/2009	R
			5187...	0101	4770-4902 Admin & cle...	/434	TX ER S...	48.00	2.01	200914	200914	07/24/2009	R
								240.00	11.77				
			5187...	0101	4770-4902 Admin & cle...	/443	TX EE M...	88.00	3.01	200914	200914	07/24/2009	R
			5187...	0101	4770-4902 Admin & cle...	/442	TX EE S...	88.00	3.68	200914	200914	07/24/2009	R
			5187...	0101	4770-4902 Admin & cle...	/432	TX ER A...	88.00	8.19	200914	200914	07/24/2009	R
			5187...	0101	4770-4902 Admin & cle...	/433	TX ER M...	88.00	3.01	200914	200914	07/24/2009	R
			5187...	0101	4770-4902 Admin & cle...	/434	TX ER S...	88.00	3.68	200914	200914	07/24/2009	R
								440.00	21.57				
								680.00	33.34				

All Enterprise numbers are now identified:

OFM

4770 - Department of Fish and Wildlife

General Ledger Analysis Flexible by Account/General Ledger

Report Number: GL01

Date Run: Aug 13, 2009 4:35PM

Biennium: 2011

Fiscal Months: Aug FY1 Through: Aug FY1

Transactions Through: Aug 12, 2009 8:12PM

Agency 4770 - Department of Fish and Wildlife

Beginning Balance: (97,629.65)

Account 035 - State Payroll Revolving Account

Beginning Balance: (67.91)

General Ledger 5187 - Industrial Insur. & Med. Aid Deduct'ns P

Beginning Balance: (97,697.56)

FM	Proc Dte	Cur Doc No	Ref Doc No	BT	B#	Acct	EAI	PI
1102	2009 08 05	PR-P0915		PO	001	035		
1102	2009 08 05	PR-P0915		PO	001	035		
1102	2009 08 05	PR-P0915		PO	001	035		

TC	Invoice No	Amount
187		(97,629.65)
187		(67.91)
187R		33.34
Period Activity:		(97,664.22)

TC	Invoice No	Amount
187		(97,629.65)
187R		(67.91)
		33.34
Period Activity:		(97,664.22)

PPA Cross-Agency 035 Reconciliation Workgroup
ZHR_RPTPY376 – Payroll Journal Voucher Report
Recommended for reconciliation of L&I premiums / GL 5187

Why run this report:

Use to identify HRMS Transfer JV's ("TSFPXXXX" documents on Enterprise reports) and GL 5187 amounts associated with mid-period transfer employees that are not included on the Payroll Posting Report.

When to run this report:

Run on Day 5 (after close of each payroll)

How to run this report:

Payroll Area: "11" is the default. Leave as is.

Payroll Period: Defaults to current. Leave as is for current information. Change for research of the past.

Pay Date: Defaults to current. Use Green Check to automatically fill in this field for a different period.

Report Id: 13 (Transfer In) and 14 (Transfer Out) – Run 2 reports

Mode: Check the "Show Employee Level Detail" box to get personnel information.

Payroll Journal Voucher Report

Period

Payroll Area

Payroll Period

Sequence No. (Testing)

Period

Pay Date

Selection

Business Area

Report ID

Mode

Show Employee Level Detail

Box not checked for results examples below.

Payroll Journal Voucher Report



**State of Washington
HRMS PAYROLL MULTI AGENCY TRANSFER IN**

Report ID: ZHR_RPTPY376-13
 User: 00100974
 Date: 08/13/2009
 JV Number: TSFP0913
 Pay Date: 07/10/2009
 Description: Multi Agency Transfer In

T/C 767: 7140 / 5124 and T/C 187: 7140 / 5187

Sort ...	Business Area	Business Area Text	Transaction Code	Reverse	AFRS Business A...	AFRS Agency	AFRS Fund	Debit	Credit
1	477	Department of Fish & Wildlife	767		477	477	035	0.00	470.94
2	477	Department of Fish & Wildlife	187		477	477	035	0.00	38.57

Report ID: ZHR_RPTPY376-14
 User: 00100974
 Date: 08/13/2009
 JV Number: TSFP0913
 Pay Date: 07/10/2009
 Description: Multi Agency Transfer Out

Sort ...	Business Area	Business Area Text	Transaction Code	Reverse	AFRS Business A...	AFRS Agency	AFRS Fund	Debit	Credit
2	477	Department of Fish & Wildlife	767		477	477	035	0.00	470.94

Use the credit amount(s) to add to the Payroll Posting Report totals in order to match the Enterprise GL5187 credit balance.

Look at the ZHR_RPTPY126: Payroll Posting Report for the specific employee(s) involved to determine:

- Which class code the credit applies to.
- Which quarter the credit applies to.

ZHR_RPTPY394 – Medical Aid Report for Quarter (Medical Aid Detail Report)

Recommended for reconciliation of L&I premiums / GL 5187

Why run this report:

Use to get the gross salary needed for quarterly L&I reporting & filing – Lag basis:

When to run this report:

Run after all payrolls in the quarter are completed.

Most agencies use the “lag quarter” basis to match when DOP applies the L&I rates in HRMS.

How to run this report:

Payroll Area: “11” is the default. Leave as is.

Other periods: Run for periods based on agency payment practices.

Lag Quarters: 1st = periods 2-7; 2nd = periods 8-13; 3rd = periods 14-19; 4th = periods 20-01

Pay Quarters: 1st = periods 1-6; 2nd = periods 7-12; 3rd = periods 13-19; 4th = periods 19-24

Choose “For-period” view.

Personnel Area: Input your PA.

Medical Aid Detail Report

Further selections Org. structure

Periods

Payroll Area

Other periods 2009 To 2009

In-period view

For-period view

Selections

Personnel number	<input type="text"/>	
Payroll Area	<input type="text"/>	
Company code	<input type="text"/>	
Legal person	<input type="text"/>	
Personnel area	<input type="text" value="4770"/>	
Personnel subarea	<input type="text"/>	

PPA Cross-Agency 035 Reconciliation Workgroup

Results:

Medical Aid Detail Report						
Program : ZHR_RPTPY394		State of Washington - HRMS			Run Date:	
User : 00100974		Medical Aid Detail Report			Page :	
Client : RP0 700		For Lag Quarter 3/2009			Time :	
Personnel Area: 4770 Dept of Fish & Wildlife						
Org. Key:						
Org Code: 30006942 Wildlife Ephrata						
Medical Aid Code	Payroll Date	Register Number	Gross Salary	Worker Hours	Premium	
5307-00	07/24/2009	P0914	1,331.50	72.00	64.49	
	08/10/2009	P0915	1,331.50	96.00	85.99	
	Sub Total:		2,663.00	168.00	150.48	
Org Total:			140,431.60	5,449.50	4,602.91	
Personnel Area Total:			22,166,586.94	751,676.78	531,136.70	
5307-00	WC Code Total:		11,628,507.29	459,368.08	410,938.00	
5300-00	WC Code Total:		2,522,163.13	62,467.49	15,516.74	
4902-00	WC Code Total:		5,502,182.71	164,760.21	40,784.76	
7103-06	WC Code Total:		2,485,821.18	64,120.00	62,932.12	
6801-00	WC Code Total:		27,912.63	961.00	965.08	

Top banner “For Lag Quarter 3/2009” confirms the periods used.

Example of 3rd quarter banner using quarter based on pay dates = periods 13-18:

Program : ZHR_RPTPY394		State of Washington - HRMS			Run Date:	
User : 00100974		Medical Aid Detail Report			Page :	
Client : RP0 700		For Quarter 3/2009			Time :	

This version does not include the word “lag” between “For” and “Quarter”.

- Use the information in the “Gross Salary” column for L&I quarterly reporting by class code.
- If there have **not** been any adjustments or retroactive changes that apply to another quarter, you should be able to use the “Worker Hours” and “Premium” totals as well for reporting.
 - They should match the Payroll Posting Report.
 - The GL5187 credit balance should match the “Personnel Area Total” amount.
- If there **have** been adjustments or retroactive changes to rates that apply to another quarter:
 - The “Worker Hours” column will not be correct. Use hours from the Payroll Posting Report instead, taking previous quarter corrections into account.
 - The “Premium” column will not match the GL credit balance. Use the Payroll Posting Report in conjunction with the Enterprise reports to determine the amount to send to L&I.

ZHR_RPTPY010 – Accrued Payroll Deductions Reports

This report is **NOT** recommended by itself for reconciliation of L&I premiums / GL 5187

Why run this report:

- To assist in identifying current period activity in the personnel area.
- Compare with Payroll Posting Report and Enterprise reports.
- This report does **not** include retro activity.
- It **does** include information for employees who are in two personnel areas in the same period. This information does not directly reflect how the premiums are being credited to GL 5187. The premiums deducted will show on this report for both personnel areas associated with the employee.

When to run this report:

Run on Day 5 (after close of each payroll)

How to run this report:

“Other periods”: Choose the period needed

“Personnel Area”: Choose PA

“Select report Type”: “Medical Aid” is the default. Leave as is.

Accrued and Mandatory Payroll Deduction Reports

Further selections Org. structure

Periods

Payroll Area: 11

Current period

Other periods: 15 2009 To:

In-period view

For-period view

Period

Selections

Personnel number:

Personnel area: 4770

Personnel subarea:

Employee group:

Employee subgroup:

Select Report Type

Accrued Payroll Deduction Reports

Medical Aid:

Court Payments:

The ZHR_RPTPY010 report for Medical Aid and the ZHR_RPTPR126 Payroll Posting Report using the “SWV GL5187” will only match if:

1. There is no retro activity **AND**
2. No employee records exist under two personnel areas in the pay period being processed.

PPA Cross-Agency 035 Reconciliation Workgroup

Situation 1: The totals match on the Payroll Posting Report “PR126” and “PY010” reports. This is a “perfect” scenario that occurs occasionally. Represents no retro activity and no records in two personnel areas for the same pay period.

Using SWV GL5187:

Report ID:	ZHR_RPTPY126
User:	00100974
Date:	10/22/2009
Period:	From 09/01/2009 To 09/15/2009
Payroll Period:	18 . 2009
Payroll Area:	11
Run type:	Production

Over. Grp	Medical Aid Group	WT	Long text	Number of	Amount	For-period	In-Period	Pay date
	4770-4902-00 Admin & clerical			118,107.95	5,788.09-			
	4770-5300-00 Admin Field Perso			46,458.40	2,309.54-			
	4770-5307-00 EMP N.O.C.			349,912.00	62,683.19-			
	4770-6801-00 Sched arln flt cr			810.00	162.69-			
	4770-7103-06 Fish & Wildlife O			52,152.25	10,278.11-			
				567,440.60	81,221.62-			

Confirmation from Report ID: ZHR_RPTPY010 - Accrued and Mandatory Payroll Deductions

Report ID: ZHR_RPTPY010		State of Washington - HRMS					Run Date: 10/22/2009	
User : 00100974		Accrued and Mandatory Payroll Deductions					Page : 1	
Pay Date 09/25/2009		Medical Aid and Industrial Insurance				Pay Period 09/01/2009 - 09/15/2009		
Personnel Area		4770 Dept of Fish & Wildlife						
Warrant Register		P0918						
Risk Class	Employee Sup. Pension	Employee Medical Aid	Employee Total	State Accident Fund	State Medical Aid	State Sup. Pension	State Total	Total Deduction
4902-00	990.89	819.30	1,810.19	2,237.57	819.30	990.89	4,047.76	5,857.95
5300-00	388.52	338.41	726.93	855.68	338.41	388.52	1,562.61	2,309.54
5307-00	2,922.50	11,058.44	13,980.94	34,651.45	11,058.44	2,922.50	48,632.39	62,613.33
6801-00	6.77	30.33	37.10	88.49	30.33	6.77	125.59	162.69
7103-06	435.93	1,830.60	2,266.53	5,745.05	1,830.60	435.93	8,011.58	10,278.11
TOTALS	4,744.61	14,077.08	18,821.69	43,578.24	14,077.08	4,744.61	62,399.93	81,221.62

PPA Cross-Agency 035 Reconciliation Workgroup

Situation 2: There is “retro” activity.

The PY010 report only reflects the current period “In-period” charges. The reports will NOT match. PY010 does **not** include “retro” activity or records where the “For-period” and “In-period” do not match.

Accrued and Mandatory Payroll Deduction Reports

Report ID: ZHR_RPTY010		State of Washington - HRMS		Run Date: 08/13/2009				
User : 00100974		Accrued and Mandatory Payroll Deductions		Page : 1				
Pay Date 08/10/2009		Medical Aid and Industrial Insurance		Pay Period 07/16/2009 - 07/31/2009				
Personnel Area		4770 Dept of Fish & Wildlife						
Warrant Register		P0915						
Risk Class	Employee Sup. Pension	Employee Medical Aid	Employee Total	State Accident Fund	State Medical Aid	State Sup. Pension	State Total	Total Deduction
4902	1,289.92	1,054.22	2,344.14	2,873.58	1,054.22	1,289.92	5,217.72	7,561.86
5300	496.93	433.50	930.43	1,095.06	433.50	496.93	2,025.49	2,955.92
5307	3,555.29	13,460.07	17,015.36	42,173.15	13,460.07	3,555.29	59,188.51	76,203.87
6801	6.90	30.89	37.79	90.12	30.89	6.90	127.91	165.70
7103	455.65	1,913.29	2,368.94	6,004.42	1,913.29	455.65	8,373.36	10,742.30
TOTALS	5,804.69	16,891.97	22,696.66	52,236.33	16,891.97	5,804.69	74,932.99	97,629.65

Other Personnel Area research backup on Movement Turnover Report... NONE

Explanation of discrepancy between PR126 and PY010:

\$97,629.65 PY010 + \$67.91 PR126 retro charge - \$33.34 PR126 retro credit = \$97,664.22
 ... matches PR126 total for GL5187

Full 126 report:

Over. Grp	Medical Aid Group	WT	Long text	Number of	Amount	For-period
	4770-4902 Admin & clerical			153,402.10	7,528.52-	
	4770-5300 Admin Field Personne			59,456.25	2,955.92-	
	4770-5307 EMP N.O.C.			425,822.80	76,271.78-	
	4770-6801 Sched arln flt crw			825.00	165.70-	
	4770-7103 Emp law enf, N.O.C.			54,506.25	10,742.30-	
				694,012.40	97,664.22-	

Retro activity excluded, and amounts subtotaled by “For-Period” – 200915 total matches PY010:

Medical Aid Group	WT	Long text	Number of	Amount	For-per...	In-Period	Pmt date	R...
			440.00	67.91-	200914			
			694,252.40	97,629.65-	200915			
			694,692.40	97,697.56-				

Last piece is the retro activity:

Over. Grp	Medical Aid Group	WT	Long text	Number of	Amount	For-period	In-Period	Pmt date	R...
	4770-4902-00 Admin & clerical			680.00-	33.34				
				680.00-	33.34				

PPA Cross-Agency 035 Reconciliation Workgroup

Situation 3: There are multiple personnel areas reported on the PY010 report.

If an employee starts under one personnel area, and has an appointment to another personnel area within the same pay period (1-15 or 16-31), that employee will be on the PY010 report for both personnel areas.

Use the Movement Turnover Report to identify which personnel area the employee was in at the end of the pay period. This is agency whose GL 5187 will be credited.

State of Washington												
Movement/Turnover Report		"Mid-period split" on HRMS payroll journal										
Program:	ZHR_RPTYU26											
User:	100974											
Run Date:	5/20/2009											
		Personnel Area		Business Area								
Employee Num	Employee Name	Old	New	Old	New	Begin Date	End Date	Action	Action Description			
Employees previously separated with DNR hired by WDFW:												
11111111	SMITH, JOHN	4900	4770	4900	4770	5/1/2009	12/31/9999	U6	Rehire			
22222222	DOE, ROBERT	4900	4770	4900	4770	5/4/2009	12/31/9999	U6	Rehire			
33333333	BROWN, JANE	4900	4770	4900	4770	5/4/2009	12/31/9999	U6	Rehire			
Employee previously separated from WDFW, rehired by DSHS to DNR on 05/04/09:												
44444444	DAVIS, HILLARY	4770	3008	4770	3000	5/4/2009	12/31/9999	U6	Rehire			

PR 126 report indicates that all charges are current period:

Over. Grp	Medical Aid Group	WT	Long text	Number of	Amount	For-per...	In-Period	Pmt date	R...
				692,877.25	96,659.29-	200910			
				692,877.25	96,659.29-				

Running the report for the employees in 2 personnel areas shows individual totals:

Discrepancies:

PY010 - **\$204.07** under our PA 4770, Risk Class 7200 belongs to DSHS for Hillary Davis.

PY010 - **\$128.09** under PA 4900 are past DNR employees starting with WDFW on 05/04/09.

These are not true mid-period transfers since they are Rehires (previously separated).

\$56.43 for Robert Doe – 22222222 +

\$128.09 for Jane Brown - 33333333

= **\$128.09**...matches PY010

\$96,735.27 = PY010 for PA 4770

- 204.07 = Employee Hillary Davis was credited to GL5187 for DSHS

+ 128.09 = PY010 for PA 4900 that are now 4770 employees.

\$96,659.29 = Revised Total Matches PR126 report

PPA Cross-Agency 035 Reconciliation Workgroup

Report ID: ZHR_RPTPY010		State of Washington - HRMS						Run Date: 05/20/2009	
User : 00100974		Accrued and Mandatory Payroll Deductions						Page : 1	
Pay Date 05/22/2009		Medical Aid and Industrial Insurance						Pay Period 05/01/2009 - 05/15/2009	
Personnel Area		4770 Dept of Fish & Wildlife							
Warrant Register		P0910							
Risk Class	Employee Sup. Pension	Employee Medical Aid	Employee Total	State Accident Fund	State Medical Aid	State Sup. Pension	State Total	Total Deduction	
4902	1,315.91	1,075.58	2,391.49	2,930.49	1,075.58	1,315.91	5,321.98	7,713.47	
5300	516.75	450.61	967.36	1,137.98	450.61	516.75	2,105.34	3,072.70	
5307	3,481.65	13,177.34	16,658.99	41,289.05	13,177.34	3,481.65	57,948.04	74,607.03	
6801	8.07	36.13	44.20	105.42	36.13	8.07	149.62	193.82	
7103	464.22	1,949.19	2,413.41	6,117.36	1,949.19	464.22	8,530.77	10,944.18	
7200	3.34	36.91	40.25	123.57	36.91	3.34	163.82	204.07	
TOTALS	5,789.94	16,725.76	22,515.70	51,703.87	16,725.76	5,789.94	74,219.57	96,735.27	

Report ID: ZHR_RPTPY010		State of Washington - HRMS						Run Date: 05/20/2009	
User : 00100974		Accrued and Mandatory Payroll Deductions						Page : 2	
Pay Date 05/22/2009		Medical Aid and Industrial Insurance						Pay Period 05/01/2009 - 05/15/2009	
Personnel Area		4900 Dept Natural Resources							
Warrant Register		P0910							
Risk Class	Employee Sup. Pension	Employee Medical Aid	Employee Total	State Accident Fund	State Medical Aid	State Sup. Pension	State Total	Total Deduction	
5307	5.97	22.63	28.60	70.89	22.63	5.97	99.49	128.09	
TOTALS	5.97	22.63	28.60	70.89	22.63	5.97	99.49	128.09	

PPA Cross-Agency 035 Reconciliation Workgroup
 ZHR_RPTPAN02 - Flexible Employee Data Report
 Recommended for reconciliation of L&I premiums / GL 5187

Why run this report:

Identify current records, missing records, or incorrect agency codes in IT0234 “Add. Withh. Info.”

When to run this report:

Can be run on any day to verify information and audit current rates being used.
 Important to run on Days 2 & 3 to ensure correct payroll processing.

How to run this report:

Choose “Other keydate”, then input “Key Date” as the actual pay date being processed or researched.
 Use “Further selections” to add:

- “Employment status”, then choose “3” = Active.
- “Personnel area”, then type your personnel area (PA). *Personnel subarea can also be added.*

“Number of Employees” input a number large enough to include all employees in the agency.

“Field selection” detail = choose fields to appear on report. *Example below only has five fields.*

When report comes up, select “Employee Override Group Name” column and then the “Filter” button:

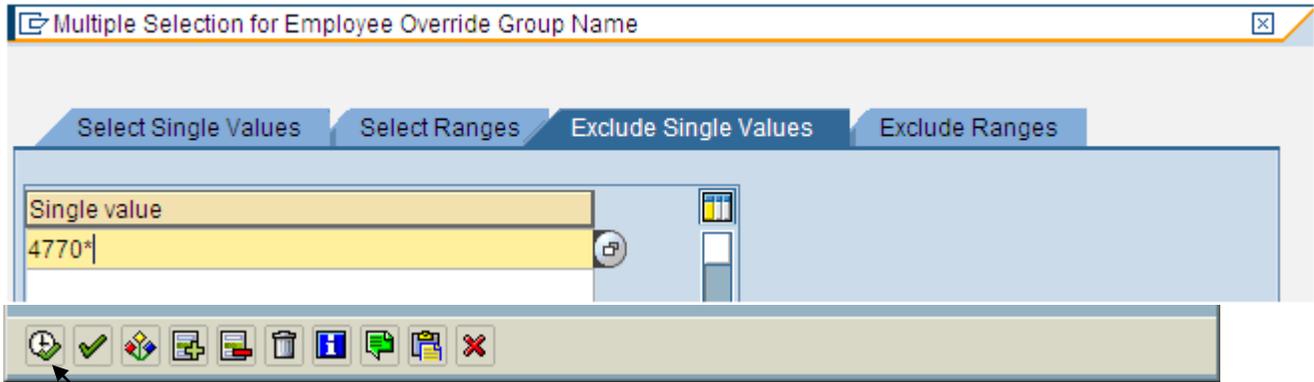
Personnel Number	Full Name	Employee Override Group Name	Employee Override Group Number	Organizational Unit
██████████	██████████	4770-5307 EMP N.O.C.	0159	FishSpokaneLLyons Ferry Hatchery
██████████	██████████	4770-5300 Admin Field Personnel	0481	WildlifeDSurveysForest Wildlife

PPA Cross-Agency 035 Reconciliation Workgroup

Click on the multiple selection arrow

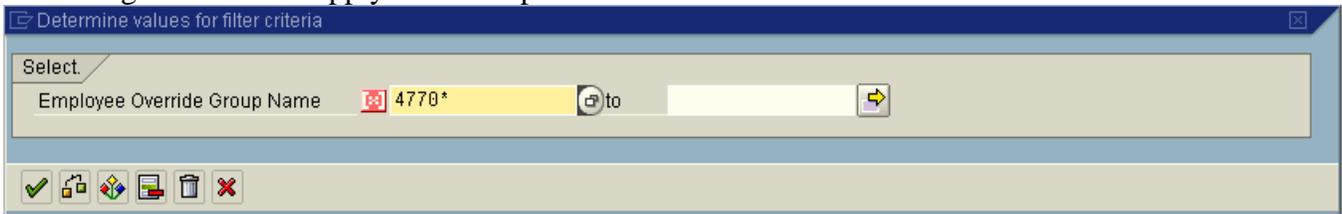


Choose the third tab “Exclude Single Values” and fill in “4770*” (your PA) to **exclude** correct records:

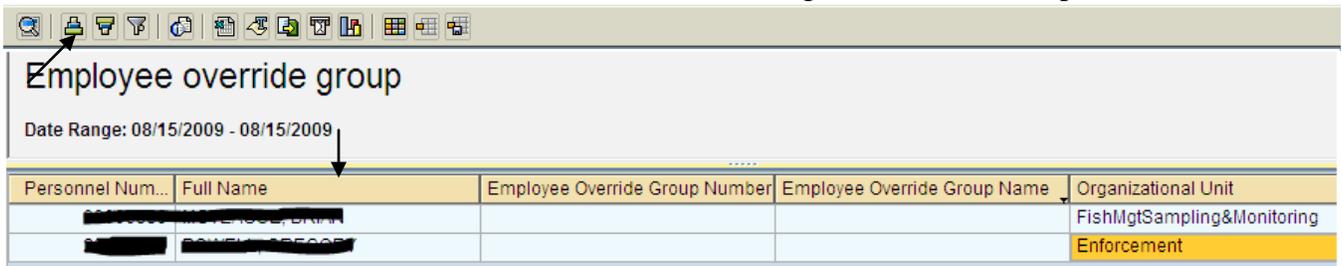


Click on execute button to add selection to filter.

Click on green check to apply filter to report:



Click on “Full Name” column and then click “Sort in ascending order” button to alphabetize:



Research all remaining records:

- Determine why blank “Group Number” fields are not set up yet.
- Group numbers beginning with a personnel area other than yours need to be corrected.

ZHR_RPTPA457 – Actions Report

Recommended for reconciliation of L&I premiums / GL 5187

Why run this report:

Identify appointment changes within a personnel area to identify employees who might need IT0234 updates. A limitation of this report is the absence of personnel subarea numbers. See Movement Report.

When to run this report:

Run any day to identify possible problems. Important to run on Days 2, 3 and 5 (final after close).

How to run this report:

Reporting Period: Leave as default “Today”

Employment Status: “3” = Active

Personnel area: Enter your area

Personnel subarea: Leave blank to see information across areas.

Effective Date of Action: Input dates for the period being reviewed.

Action Type: Choose specific types under the Match Code list if desired. Leave blank to see all actions.

Action Report

OrgStructure Search Help

Period
Reporting Period Today

Selection Criteria

Personnel Number		
Employment Status	3	
Personnel area	4770	
Personnel subarea		
Employee group		
Employee subgroup		

Program selections

Effective Date of Action 10/01/2009 to 10/15/2009

Action Type

Output format
SAP List Viewer

Action Type (2) 65 Entries found

A...	Name of Action Type
U3	Appointment Change
U5	Separation
U6	Rehire
U7	Retirement

PPA Cross-Agency 035 Reconciliation Workgroup

Example of results in 2 pieces:

Action Report							
Personnel Area	Personnel Subarea	Duty Sta...	Position	Job	Last name First name	Effective Date	End Date
Dept of Fish & Wildlife	Non Represented	14	██████...	NAT RES ...	██████████████████	10/12/2009	12/31/9999
	Bus & Pub Afrs	34	██████...	IT TECH 1	██████████████████	10/01/2009	12/31/9999

...

Act.	Reason for Action	Org. un.	EO	Personnel ID	Name of Action Type
U3	Non-Perm. Limited	30006...		██████████████	Appointment Change
U3	Elevation	31001...		██████████████	Appointment Change

Sort and organize information as needed.

Personnel ID numbers can be copied and pasted into the Flexible Employee Data Report or the Payroll Posting Report to get IT0234 L&I withholding details.

PPA Cross-Agency 035 Reconciliation Workgroup
ZHR_RPTPYU26 - Movement / Turnover Report
 Recommended for reconciliation of L&I premiums / GL 5187

Why run this report:

Use to identify mid-period splits and employees who need an IT0234 starting on an actual pay date. A limitation of this report is the absence of appointment changes. See Actions Report.

When to run this report:

Run any day to identify possible problems. Important to run on Days 2, 3 and 5 (final after close).
Reminder: Employee records can only be changed for 15 days after they leave the agency.

How to run this report:

Run for the period being processed or researched by personnel area number:

Movement / Turnover Report

Sort in HRMS and/or Export to Excel: *(sample below is sorted by “Old Personnel Area”)*

State of Washington
Movement/Turnover Report

Program: ZHR_RPTPYU26
 User: 00100974
 Run Date: 10/22/2009

Employee Num	Employee Name	Old Pers. ...	New Pers. ...	Old Busine...	New Busin...	Begin Date	End Date	Action	Action Description
Employee details have been hidden.			4770		4770	09/16/2009	12/31/9999	U0	New Hire
		4612	4770	4610	4770	09/28/2009	12/31/9999	U3	Appointment Change
			4770	4610	4770	09/22/2009	12/31/9999	U3	Appointment Change
		4770	1030	4770	1030	09/29/2009	12/31/9999	U6	Rehire
		4900	4770	4900	4770	09/16/2009	12/31/9999	U3	Appointment Change

Types of information shown:

- New Hires will have only “New” areas. “Old Personnel Area” and “Old Business area” are blank.
- Rehires and Appointment changes that do not have a “Begin Date” of the 1st or the 16th will show as a “Mid Period Transfer” at the bottom of the Payroll Journal ZHR_RPTPYN33.
- Rehires are not actual “Mid-Period Transfers” because they are separated in the first part of the “split” period from their “Old Personnel Area.” Last two lines above are illustrative examples.
- HRMS does automated JV’s for Mid-Period transfers to credit the gaining agency’s GL 5187. See Payroll Journal Voucher Report. Records above with old area 4612 are actual mid-period transfers.
- Personnel ID numbers can be copied and pasted into the Flexible Employee Data Report or the Payroll Posting Report to get IT0234 L&I withholding details.