

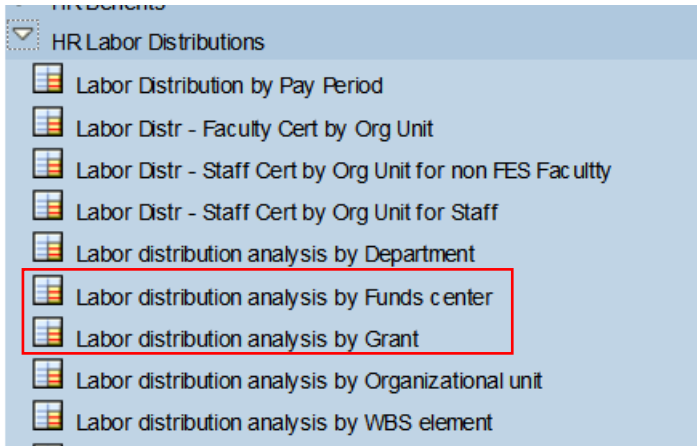
## How to process a Z4 JV to edit payroll transactions

**Process:** The new document type Z4 provides consistent formatting and allows for greater accuracy of payroll information in SAP and for payroll confirmations. A central repository for reports in ECRT will assist departments to see both payroll system and SAP journal vouchers entries. Must be used for all campus payroll documents beginning 7/1/17.

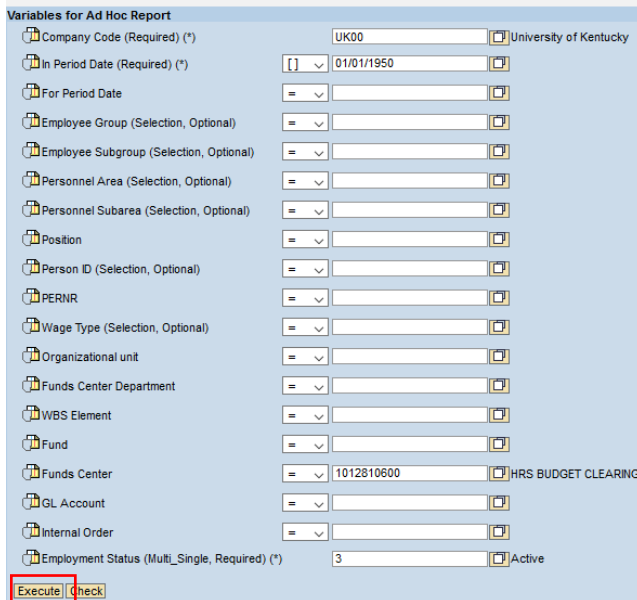
### Procedures

Gather the documentation, such as the labor distribution. Pull the HR Labor Distributions using BW Web Reporting

Choose to run the report by Funds Center or by Grant



There is nothing to be input on this Variables page at this time. At the bottom of the page, click on Execute. Later in the process, the cost object will be added.

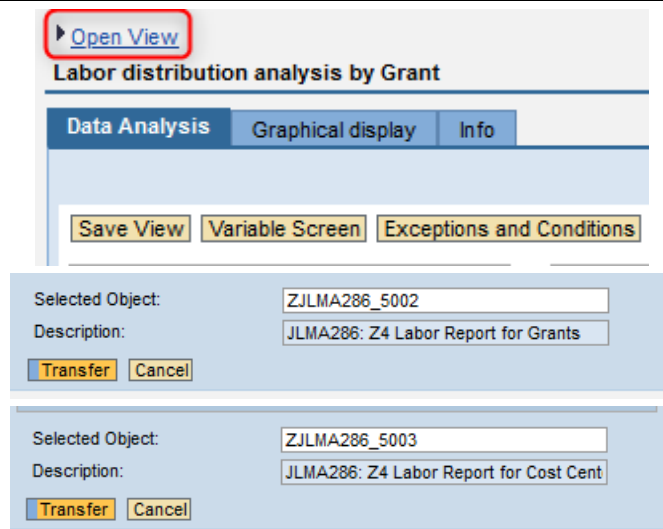


Quick Reference Card – Z4 Payroll Document

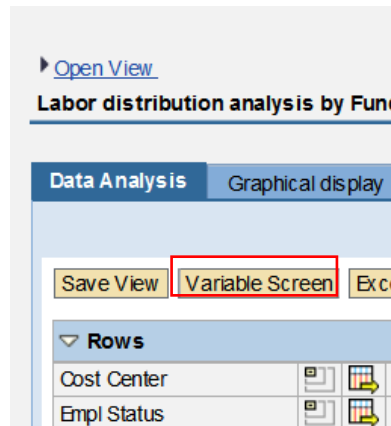
At the top left of the screen, click on Open View.

This will allow to choose a previously used view or add a view. Then choose Transfer to use.

Grant –  
ZJLMA286\_5002  
Cost center –  
ZJLMA286\_5003



After confirming the view with Transfer, the screen will go back to the previous screen. Choose Variable Screen.



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Input the cost object to be corrected. Then click on Execute. Note: If this step is not completed, the view information will be associated with the cost object that was used to create the view and not the cost object that needs to be used for the JV.

Variables for Ad Hoc Report

Company Code (Required) (\*) UK00 University of Kentucky

In Period Date (Required) (\*) 01/01/1950

For Period Date =

Employee Group (Selection, Optional) =

Employee Subgroup (Selection, Optional) =

Personnel Area (Selection, Optional) =

Personnel Subarea (Selection, Optional) =

Position =

Person ID (Selection, Optional) =

PERNR =

Wage Type (Selection, Optional) =

Organizational unit =

Funds Center Department =

WBS Element =

Fund =

Funds Center = 1012810600 HRS BUDGET CLEARING

GL Account =

Internal Order =

Employment Status (Multi\_Single, Required) (\*) 3 Active

Execute Check

Filters should be used to only bring up the employee(s) whose payroll should be corrected and the appropriate payroll "for" period(s).

Rows

Cost Center

First Name

For period 01/21/2017

Fund

G/L Account

In period

Last Name J

PERNR

Wage Type

The labor distribution should include the PERNR, "for" period, wage type, and amount. Each employee and each pay period will be entered separately on the JV.

Cost Center	Fund	Last Name	First Name	PERNR	GL Account	In period	For period	Wage Type	Number of Hours	Actuals
1013194130	RESEARCH - EMERGENCY MEDICINE 0011630200	KMSF SELF SUPPORTING			11054320 0000512071	01/21/2017	01/21/2017	3000 HrsWked	11.500	\$ 283.59
						02/18/2017	01/21/2017	3000 HrsWked	(0.180)	\$ (4.54)
						03/04/2017	01/21/2017	3000 HrsWked	0.180	\$ 4.54
								Result	11.500	\$ 283.59
					0000512072	01/21/2017	01/21/2017	3200 Holiday	0.800	\$ 19.73
						02/18/2017	01/21/2017	3200 Holiday	(0.010)	\$ (0.32)
						03/04/2017	01/21/2017	3200 Holiday	0.010	\$ 0.32
								Result	0.800	\$ 19.73
					0000512073	01/21/2017	01/21/2017	3410 SDEven	2.130	\$ 1.59
								3420 SDNight	2.300	\$ 2.88
								3430 SDWkndDa	0.150	\$ 0.11
								3440 SDWkndEv	1.730	\$ 1.29
								3450 SDWkndNi	2.300	\$ 1.73
								Result	8.610	\$ 7.60
						02/18/2017	01/21/2017	3410 SDEven	(0.040)	\$ (0.02)
								3420 SDNight	(0.030)	\$ (0.05)
								3440 SDWkndEv	(0.030)	\$ (0.02)
								3450 SDWkndNi	(0.030)	\$ (0.03)
								Result	(0.130)	\$ (0.12)
						03/04/2017	01/21/2017	3410 SDEven	0.040	\$ 0.02
								3420 SDNight	0.030	\$ 0.05
								3440 SDWkndEv	0.030	\$ 0.02
								3450 SDWkndNi	0.030	\$ 0.03
								Result	0.130	\$ 0.12
								Result	8.610	\$ 7.60

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Go to transaction FV50 in SAP. Enter both the document date and the posting date with today's date. Also enter the current period.

Basic Data		Details	
Document Date	03/29/2017	Currency	USD
Posting Date	03/29/2017	Period	9

Fill in the Reference according to the cost objects on the JV. Use the following to determine the reference designation to be used.

**"RFS"** for all payroll JVs with at least one 3\* WBS element.

**"HOSP"** for payroll JVs with only 105xxxxxxx to 107xxxxxxx cost centers.

**"AFRS"** for payroll JVs with a combination of 105xxxxxxx-107xxxxxxx cost centers with any other cost center or WBS elements other than those beginning with 3\*.

Also fill in the Doc Header Text with information helpful to the department.

Basic Data		Details	
Document Date	03/29/2017	Currency	USD
Posting Date	03/29/2017	Period	9
Reference	RFS		
Doc.Header Text	OT Tucker		

Document Type	Z4	Payroll Adjustment
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Be sure to use the Z4 document type. The system will automatically default to document type SA, overwrite the document type with Z4. Once the JV is saved, the document type cannot be changed. Z4 documents numbers begin with 87\* while SA documents begin with 10\*.

The screenshot shows the SAP document entry interface. The 'Basic Data' tab is active, displaying fields for Document Date (04/10/2017), Posting Date (04/10/2017), Reference (RFS), Doc. Header Text (OT Tucker), Document Type (Z4), and Company Code (UK00). The 'Details' tab shows Amount Information with Total Dr. and Total Cr. both set to 21.53 USD. A table at the bottom shows 2 items with columns for G/L acct, Short Text, D/C, Amount in doc.curr., and Assignment.

Use the labor distribution to input the GL account, D/C indicator, and amount associated with the GL. Fill in the Assignment with the employee number. It must be 8 digits, for example number 6274 would be 00006274.

G/L acct	Short Text	D/C	Amount in doc.curr.	Assignment
512041	Technical-R...	H Cr...	21.53	20021778


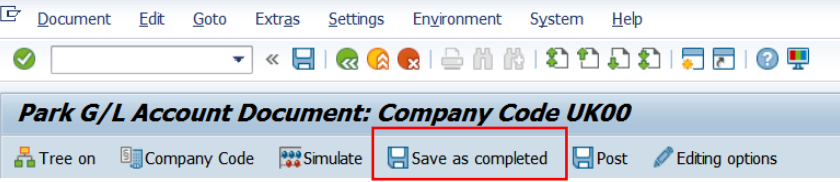
Enter the information into the Text. Formatting in the text and assignment fields are critical.

WWWW Wage type (will be a number for 51\* salary GL accounts and BENE for all 52\* benefit GL accounts).

Enter M for monthly payroll or B for bi-weekly payroll.

The screenshot shows the 'Text' field containing the entry '3000 B 01/21/17 TUCKER'. Red arrows point to each part of the entry with labels: '3000' is labeled 'Wage Type', 'B' is labeled 'Bi-weekly or Monthly', '01/21/17' is labeled 'For Period', and 'TUCKER' is labeled 'Additional text'.

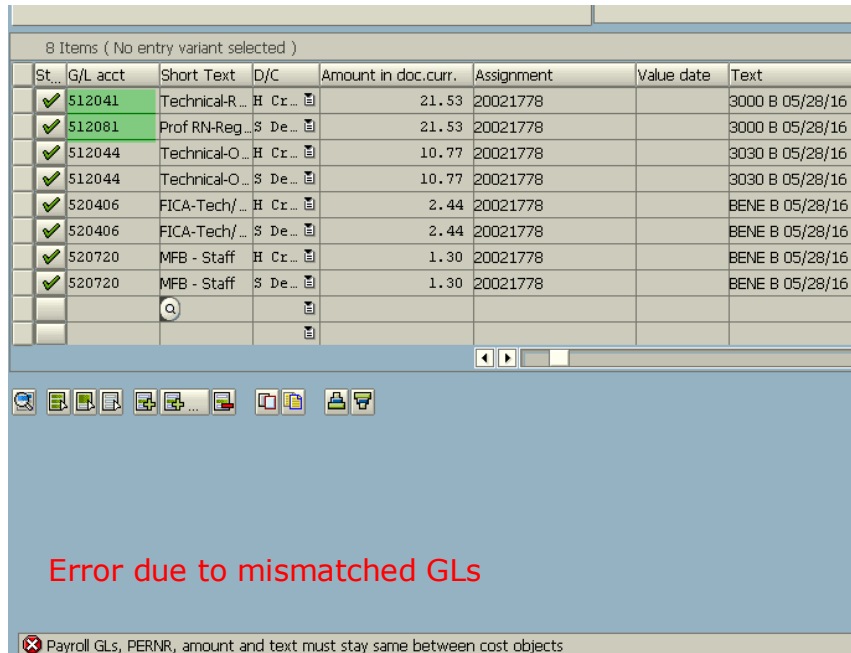
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<p>Enter the ending date of the "for" payroll period as mm/dd/yy.</p> <p>Additional text can be entered by adding a space after the "for" period and typing the text on the line. This is helpful if the JV covers multiple employees.</p>	
<p>Enter the cost object for the first line.</p> <p>Enter the remaining lines for the JV using the same formatting utilized on line 1.</p>	 <p>The screenshot shows two input fields. The top field is labeled 'WBS element' and contains the text 'WBS element'. The bottom field contains the alphanumeric string '3048112229'.</p>
<p>When all of the lines have been added to the JV in SAP, Click on Save as complete. The Save as Complete function will run the edits on the Z4 document. (If a central office receives a JV that has only been parked, the department will be contacted to save the JV as complete so the edits can process.)</p>	 <p>The screenshot shows the SAP menu bar with the following items: Document, Edit, Goto, Extras, Settings, Environment, System, Help. Below the menu bar is a toolbar with various icons. A red box highlights the 'Save as completed' button in the toolbar. The toolbar also includes 'Tree on', 'Company Code', 'Simulate', 'Post', and 'Editing options'. The main title bar reads 'Park G/L Account Document: Company Code UK00'.</p>

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If any errors occur, look at the messages at the bottom of the transaction and correct the information on FV50.

Try to save as complete again. Please be aware that if the document has more than one issue the system can only display one warning or error message at a time.



The screenshot shows a table with 8 items. The columns are: St..., G/L acct, Short Text, D/C, Amount in doc.curr., Assignment, Value date, and Text. The items are as follows:

St...	G/L acct	Short Text	D/C	Amount in doc.curr.	Assignment	Value date	Text
✓	512041	Technical-R...	H Cr...	21.53	20021778		3000 B 05/28/16
✓	512081	Prof RN-Reg...	S De...	21.53	20021778		3000 B 05/28/16
✓	512044	Technical-O...	H Cr...	10.77	20021778		3030 B 05/28/16
✓	512044	Technical-O...	S De...	10.77	20021778		3030 B 05/28/16
✓	520406	FICA-Tech/...	H Cr...	2.44	20021778		BENE B 05/28/16
✓	520406	FICA-Tech/...	S De...	2.44	20021778		BENE B 05/28/16
✓	520720	MFB - Staff	H Cr...	1.30	20021778		BENE B 05/28/16
✓	520720	MFB - Staff	S De...	1.30	20021778		BENE B 05/28/16

Below the table, there is a red error message: "Error due to mismatched GLs". At the bottom, a status bar shows a red 'X' icon and the text: "Payroll GLs, PERNR, amount and text must stay same between cost objects".

### After the JV has been saved as complete

- Be aware that the new Z4 JV document number will begin with 87\*. If you receive a document number that begins with 10\*, you have probably used the SA document type and the JV will need to be deleted and rekeyed as a Z4 document.
- Create the paper JV as usual, include all of the appropriate signatures, and attach the documentation needed to substantiate the JV such as labor distributions, emails, and payroll retro exception request.
- Route the JV to the appropriate processing office.

### Exemptions to the Edits

In rare cases, a payroll JV may need to be created that would go against one of the error edits on the Z4 document (for example, a payroll correction to only 51\* salary GLs on a 3\* WBS element). In these cases, park the document in SAP rather than saving it as complete and email the appropriate processing office to discuss the situation. If the edit exemption is approved, the processing office will save the JV as complete and will email the department to let them know that the JV has been saved as complete in SAP. Attach the email to the JV as backup for the exemption to the edits and route the document as usual to the appropriate office for processing.

NOTE: Be aware that when the processing office saves the document as complete, they are not "approving" the JV at that time, they are only allowing the JV

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to move forward in the JV process. The JV will be approved or denied when the JV is formally submitted to the processing office for review.

### Helpful Hints

The user needs to be sure to use the correct wage type for salary 51\* GLs on the JV. The wage types vary for biweekly, monthly, and different employee classifications. Use the labor distribution views for BW given in this presentation to ensure the appropriate wage type is chosen.

### Special Edits for ALL Payroll JVs

- Only salary 51\* and benefit 52\* GLs are allowed on Z4s, no other expense GLs.
- GLs cannot change between the debits and credits. For example, cannot input 512181 for salary debit line and 512041 for salary credit line. (If you have a situation where reclassification is necessary, see the exception section for instructions – should be rare exception.)
- The benefits must follow the same personnel grouping as the salary.
- If assignment or text fields are not in the correct format or are blank, the user will receive an error message.
- The system will check for valid payroll periods.
- Validity of personnel numbers will be checked.
- Funds starting with 04\*, 05\* and 07\* are not allowed on the payroll JV (plant, loan, and endowment funds)
- The fund 0011000000 is not allowed on the payroll JV.
- Changes cannot be made to the assignment and text fields of the JV after posting ensuring internal control over payroll data.

### Special Edits for Sponsored Project 3\* WBS Elements

- Will not allow to post with only salary 51\* GLs on the JV – the associated benefits must be moved as well.
- Payroll postings to or from projects with ROE dates, the user will receive an error message to contact the financial administrator.
- Payroll period will be checked against budget and pre-award dates by the system to be sure the payroll correction is within the time period of the project.

**Questions?** Please contact the following individuals with questions:

- 3\* RFS grant Z4 JVs

Sarah Rodrigues 859-257-1748 [sarah.rodrigues@uky.edu](mailto:sarah.rodrigues@uky.edu)

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- All other Z4 JVs

Laura Lenviel 859-257-5856 [laura.lenviel@uky.edu](mailto:laura.lenviel@uky.edu)



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