

HR & Payroll Reports

Wage Type Reporter PC00_M99_CWTR Absences: For Multiple Employees - PT91 Employee List - S_AHR_61016369

Section 1 - Introduction

This guidance shows how to run the following HR & Payroll reports in SAP Fiori-

- The Wage Type Reporter shows the details of the employee’s extra hours and additional payments that have been made in a pay period.
- The Absences for Multiple Employees is a monthly report that shows employees absences entered.
- The Employee list report is a list of current employees

Contents:

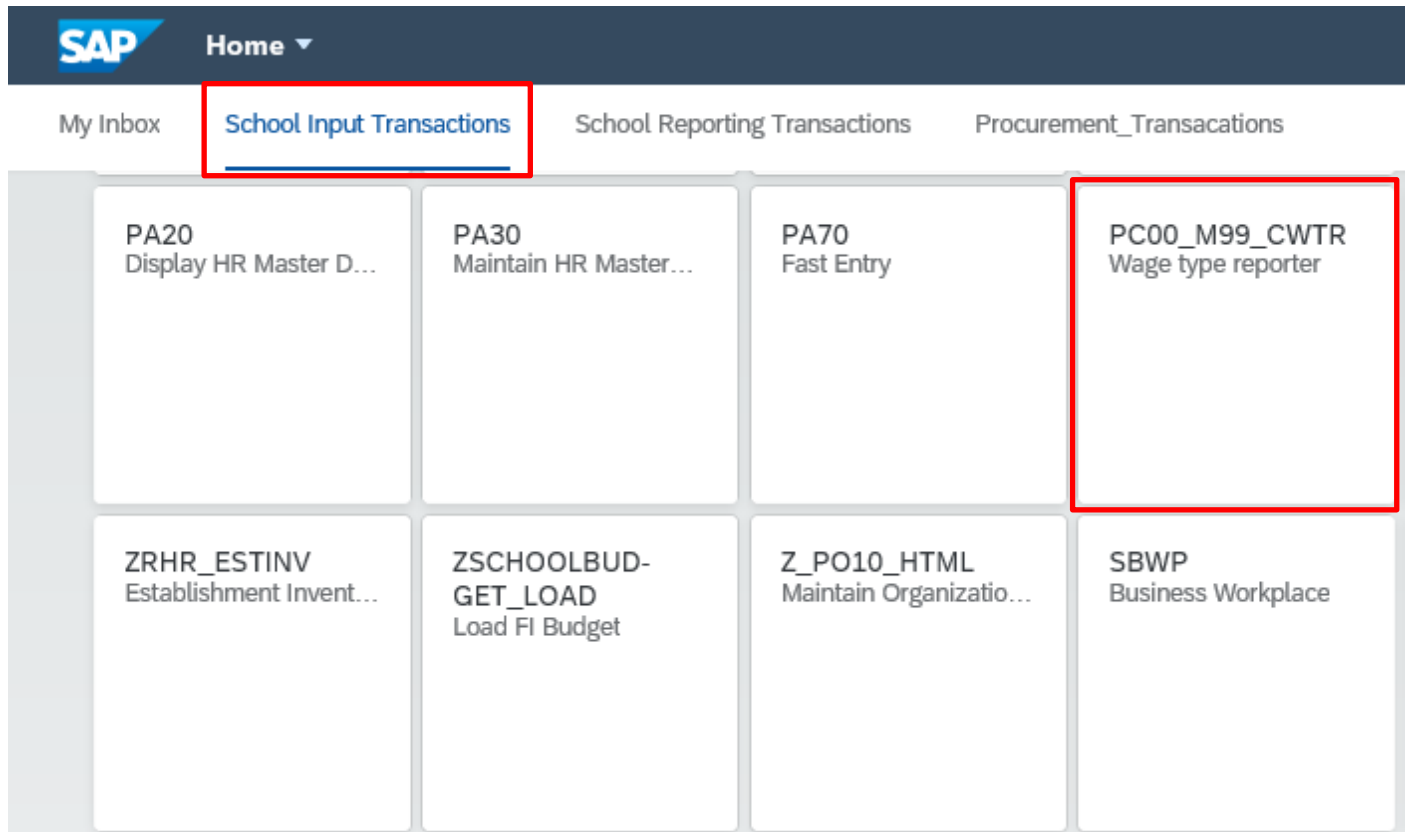
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Section 2 - Running the Wage Type Report

Log into SAP Fiori

- This loads the Fiori Dashboard
- Click on the **PC00_M99_CWTR – Wage type reporter app**

A monthly report can only be made after the payroll has run for that month. They will usually be available one or two days before payday.



On the entry screen click on **Get Variant** on the top menu bar

- Click on **Execute** in the bottom right of the pop-up box.

Home Wage Type Reporter

SAP Wage Type Reporter

Save as Variant... **Get Variant...** Dynamic Selections More ▾

Further selections Search helps Org. structure

Selection

Personnel Number:

Company Code:

Personnel area:

Personnel subarea:

Employee group:

Employee subgroup:

Payroll area:

Payroll Interval

Period: To:

Payroll type: to:

Payroll Period

Remove anything in the Created by box and press Execute.

Find Variant



Variant: 

Environment: 

Created By: 


Changed By: 


Original Language: 


Execute Cancel


Find Variant



Variant: 

Environment: 


Created By: 

Changed By: 

Original Language: 

Execute Cancel

Select the variant **DCC Schools**

DCC SCHOOLS	Additional Hours and Payments	A		09351409	13.12.2012	09407702	23.01.2018
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- Click on '**Choose**' in the bottom right of the pop-up box.
- This will return you to the Wage type reporter screen.

< **SAP** Wage Type Reporter

Menu ▾ Save as Variant... Get Variant... All Selections Dynamic Selections ⋮

Further selections Search helps Org. structure

Selection

Personnel Number:
* Cost center:

Payroll Interval

Period: To:

Payroll Period

Other selections

Wage Type: to:

Object selection

Output

- SAP List Viewer
- ALV Grid Control
- Microsoft Excel

Layout Variant:
Layout Variant:
Template PC File:

On the following screen: -

- Type in your **Cost Centre**.
- Type in the **first and last date of the month** of which payday you are reporting on in the format DD.MM.YYYY. Please note that you can only view one month at a time.
- Click on **Execute** button on bottom right of screen

The screenshot shows the SAP Wage Type Reporter interface. At the top, there is a navigation bar with the SAP logo and the title 'Wage Type Reporter'. Below this, there are several tabs: 'Save as Variant...', 'Get Variant...', 'All Selections', 'Dynamic Selections', and 'More'. The main content area is divided into four sections: 'Selection', 'Payroll Interval', 'Other selections', and 'Output'. In the 'Selection' section, there are fields for 'Personnel Number' and '* Cost center', both with search icons. In the 'Payroll Interval' section, the 'Period' is set to '01.02.2024' and 'To' is set to '29.02.2024'. In the 'Other selections' section, the 'Wage Type' is set to '3111'. In the 'Output' section, there are radio buttons for 'SAP List Viewer', 'ALV Grid Control', and 'Microsoft Excel', along with fields for 'Layout Variant' and 'Template PC File'. The 'Execute' button is located at the bottom right of the interface and is highlighted with a red box.

Your report will now be displayed.

Pers.No.	Name of employee or applicant	WT	Wage Type Long Text	Number	Amount
71104894	Mr Jordan James	4026	Supply Hours	8.00	246.50
71104898	Mrs Beverley Bonnet	4041	Accrued Leave	0.70	9.06
71104898	Mrs Beverley Bonnet	4100	Schl Hrs WrkNP	4.50	58.22
71104905	Ms Millie Marshall	3111	Act Duty Schools	0.00	22.68

From this screen you can print or export the report to an Excel spreadsheet (see sections 5 and 6 of this guide).

Pers.No.	Name of employee or applicant	WT	Wage Type Long Text	Number	Amount
71104894	Mr Jordan James	4026	Supply Hours	8.00	246.50
71104898	Mrs Beverley Bonnet	4041	Accrued Leave	0.70	9.06
71104898	Mrs Beverley Bonnet	4100	Schl Hrs WrkNP	4.50	58.22
71104905	Ms Millie Marshall	3111	Act Duty Schools	0.00	22.68

Section 3 – Running the PT91 report – Absences: For Multiple Employees’

On the Fiori dashboard click on the **PT91 – Absences: For Multiple Employees** app

The screenshot shows the SAP Fiori dashboard interface. At the top, there is a navigation bar with the SAP logo and a 'Home' dropdown menu. Below this, there are several tabs: 'My Inbox', 'School Input Transactions' (highlighted with a red box), 'School Reporting Transactions', and 'Procurement_Transactions'. The main area of the dashboard contains a grid of application tiles. The tile for 'PT91 Absences: For Multiple Employees' is highlighted with a red box. Other visible tiles include 'PA20 Display HR Master D...', 'PA30 Maintain HR Master...', 'PA70 Fast Entry', 'PC00_M99_CWTR Wage type reporter', 'ZRHR_ESTINV Establishment Invent...', 'ZSCHOOLBUD-GET_LOAD Load FI Budget', 'Z_PO10_HTML Maintain Organizatio...', 'SBWP Business Workplace', and 'SU3 Mainain User Profile'.

- Click **Get Variant** on top menu bar

< **SAP** Attendances/Absences: Multiple Employee View

Save as Variant... **Get Variant...** Dynamic Selections More ▾

Further selections Search helps Org. structure

Key date

Today
 Other keydate

Key Date:

Selection

Personnel Number:

Employment status: 0

Personnel area:

Personnel subarea:

Attendance/absence types for eval.

Absence types: to:

Evaluate absences only
 Evaluate attendances only
 Evaluate attendances and absences
 Select by att./absence category

- Select the variant **DCC SCHOOLS** by clicking on the line to highlight it.
- Click on **Choose** in the bottom right of the pop-up box.

ABAP: Variant Directory of Program RPTABS60 ✕

Variant Catalog for Program RPTABS60

☰ ☱ 🔍 🔍+ 🖨

Variant name	Short Description
CAROL SAS PING	Display Absences
CORPAPP	Display Attendances
DCC SCHOOLS	DCC SCHOOLS
IMMACULATE CON	Immaculate Conception Absences
SAP&ABS	Display Absences
SAP&ATT	Display Attendances

Choose Cancel

- Type in your **Cost Centre**.
- If you are reporting for a month which is not the current month you are in, select 'Other Key Date' and enter the last day of the month you would like to report for (in the format DD.MM.YYYY).
- Click on Execute button to run report

< **SAP** Attendances/Absences: Multiple Employee View > ER1 (400) v

Menu v Save as Variant... Get Variant... Dynamic Selections ... Exit

Further selections Search helps Org. structure

Key date

Today

Other keydate

Key Date: 29.02.2024

Selection

Personnel Number: [] []

Employment status: 0 []

Cost center: CIP1234 []

Attendance/absence types for eval.

Absence types: [] to: [] []

Evaluate absences only

Evaluate attendances only

Evaluate attendances and absences


Select by att./absence category

Execute

Your absence report will now be displayed. (Please see page 11 of this guide for **Absence types**.)

Tip: An upper-case letter means the absence is for a full day and a lower-case letter means a part day absence.

Report run on month –

Menu ▾ Day View  🔍 🖨️ Exit

Period: 01.02.2024 - 29.02.2024
 No. of Employees: 12

Personnel No.	Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
71104894	Mr Jordan James		T														U							
71104895	Mrs Annabelle Lock	U											U											
71104896	Miss Sally Field																							
71104897	Ms Clara Bell																							
71104898	Mrs Beverley Bonnet																							
71104899	Mr Matthew Paint																							
71104900	Mr Matthew Paint																							
71104901	Mrs Goldy Locks																							
71104902	Mr Martin Mop																							
71104903	Mr Albert Bucket																							
71104904	Miss Carrie Cupboard																							
71104905	Ms Millie Marshall																							

If required, you can double click an entry (e.g. U) to bring up more details

- To exit this screen, click on the **red cross**.

Select a day for detailed information. ✕

Date	Day	Week	A/A cat.	Att./abs. type text	Prev. day	Publ.hol.	Inactive
16.02.2024	Friday	7	U	Unpaid Leave > = 1 ..	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

✓ 🔍 ⏪ ⏩ ⏴ ⏵ ✕

See Section 5 of this guide for printing the report and Section 6 to export the report.

Section 3.1 – SAP Fiori Absence Types

SIS Code	Description	Reporting Code
0200	Sickness	S
0201	Work Related- Acc/Inj/ill	I
0203	Medical Appointments	A
0219	Self-Isolation	F
0251	Antenatal Paternity Leave	P
0252	Paternity Leave – In Days	P
0253	Paternity Leave – Full Week	P
0302	Parental Leave (Unpaid)	U
0303	Time Off for Dependants	D
0398	Unauthorised Absence Part-day	U
0399	Unpaid Leave Part-day	U
0400	Unpaid leave Full day	U
0401	Unauthorised Absence Full day	U
0402	Suspension	Z
0404	Interview Leave	C
0405	Study Leave	E
0406	Special Leave	L
0407	Trade Union Time Off (TUTO)	T
0408	Bereavement Leave	B
0410	Jury Service	J

Tip: In addition to the monthly absence reports you can produce from SAP Fiori there are also two reports each month to assist you with absence monitoring. These two Absence Reports will be uploaded to the **Secure Area** of SchoolsNet and details of how to access them are in the Secure Area Reports guide.

Section 3.2 - Absence Type Code Explanations

0200 - Sickness

This code is used when recording a sickness absence. The absence dates must cover every day of the sickness period, including weekends, Bank Holiday/concessionary days, school holidays and any non-working days for part-time employees.

Example: If an employee works Mondays, Wednesdays and Fridays and is off sick for the whole week, (Monday to Sunday), absence must be entered for the whole period when they are unfit for work which will include Tuesday, Thursday and the weekend. SAP Fiori is configured to calculate entitlement days including weekends for non-teachers.

0203 - Medical Appointments

This code is for a paid absence and is to be used when a member of staff has a doctor or hospital appointment. This is for used for single appointments only not, for example, hospital stays. A member of staff can usually have a maximum of 5 days per year.

0251 - Antenatal Paternity Leave

This code would be used when an appointment is attended for a partner's pregnancy.

0253 - Paternity Leave – Full week

This code would be used when a member of staff is on paternity leave for the birth of theirs or their partner's child. The usual documentation to support this entry will still be required e.g. The SC3 paternity leave form.

0303 - Time Off for Dependants

This code can be used when a member of staff has paid time off for a dependent. A member of staff would usually be entitled to a maximum of 5 days per year.

0402 - Suspension

This code would be used for a member of staff who has been suspended on full pay.

0404 - Interview Leave

This code can be used if a member of staff has been granted paid leave to attend an interview,

0406 - Special Leave

This code can be used to pay a member of staff for an absence for example, due to unforeseen circumstances, time off to move house, if the member of staff could not attend work due to the weather etc. A member of staff would usually be entitled to a maximum of 5 days per year.

0408 - Bereavement Leave

This code is used when a member of staff is off work due to bereavement or to attend a funeral. A member of staff would usually be entitled to a maximum of 5 days per year.

Section 4 – Running the Employee List report S_AHR_61016369

On the Fiori dashboard click on the **S_AHR_61016369 – Employee List app**

My Inbox **School Input Transactions** School Reporting Transactions Procurement_Transactions

PA20 Display HR Master D...	PA30 Maintain HR Master...	PA70 Fast Entry	PC00_M99_CWTR Wage type reporter	PT91 Absences: For Multi...	S_AHR_61016369 Employee List
ZRHR_ESTINV Establishment Invent...	ZSCHOOLBUD- GET_LOAD Load FI Budget	Z_PO10_HTML Maintain Organizatio...	SBWP Business Workplace	SU3 Mainain User Profile	ZINVOICE_STATUS

- Click on **Get Variant** on the top menu bar

< **SAP** Employee List

Save as Variant... **Get Variant...** Dynamic Selections More ▾

Further selections Search helps Sort order Org. structure

Period

Today Current month Current year
 Up to today From today
 Other period

Data Selection Period: To:
Person selection period: To:

Selection

Personnel Number:
Employment status:
Personnel area:
Personnel subarea:
Employee group:
Employee subgroup:

- Select the variant **DCC SCHOOLS** by clicking the line to highlight it.
- Click on Choose in the bottom right of the pop up box

ABAP: Variant Directory of Program RPLMIT00

Variant Catalog for Program RPLMIT00

Variant name	Short Description
CFS	Client Financial Services
DCC SCHOOLS	DCC SCHOOLS
JHSOCIALWORK	SOCIAL WORKERS IN CAYA

Choose Cancel

- Type in your **Cost Centre**
- Click **Execute**

< **SAP** Employee List

Save as Variant... Get Variant... Dynamic Selections More ▾

Further selections Search helps Sort order Org. structure

Period

Today Current month Current year
 Up to today From today
 Other period

Data Selection Period: To:
Person selection period: To:

Selection

Employment status:
Cost center:

Execute

Your current employee list report will now be displayed

< **SAP** Employee List > ER1 (400) ▾

Menu ▾

Employee List
Key date: 28.02.2024
Number of selected employees: 12

Pers.no.	PersIDNo.	Name	Name at birth	Job Title	Entry Date	Leaving date
71104894	NS258571D	Mr Jordan James			01.01.2024	
71104895	NS879645D	Mrs Annabelle Lock			01.01.2024	
71104896	NS257498D	Miss Sally Field			01.01.2024	
71104897	NS568574D	Ms Clara Bell		Support for Teaching & Learning	01.01.2024	
71104898	NS589741D	Mrs Beverley Bonnet		Support for Teaching & Learning	01.01.2024	
71104899	NS564859D	Mr Matthew Paint		Support for Teaching & Learning	01.01.2024	

From this screen you can print or export the report to an Excel spreadsheet (see sections 5 and 6 of this guide.)

Section 5 – Printing a Report



- Click **Print Preview** icon on top menu bar

The screenshot shows the SAP interface for 'Attendances/Absences: Multiple Employee View'. The top navigation bar includes a back arrow, the SAP logo, and the title. Below the navigation bar, there is a 'Menu' dropdown, a 'Day View' button, and a print icon (a printer symbol) which is highlighted with a red box. The main content area shows a table with columns for 'Pers.No.', 'Name', and 29 days of the month. The table contains data for four employees: Mr Jordan James, Mrs Annabelle Lock, Miss Sally Field, and Ms Clara Bell. The print icon in the top right corner of the main content area is also highlighted with a red box.

Pers.No.	Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
71104894	Mr Jordan James		T															U												
71104895	Mrs Annabelle Lock	U											U																	
71104896	Miss Sally Field																													
71104897	Ms Clara Bell																													

The **print preview** of the report is displayed.

Now click on the **print icon** on the top right of the screen

The screenshot shows a close-up of the top right corner of the SAP interface. It features a dark blue header bar with a right arrow and the text 'ER1 (400)'. Below this, there is a search bar with a magnifying glass icon, a print icon (a printer symbol) which is highlighted with a red box, and the text 'Exit'.

The following pop-up box will be displayed.
 Type in LP01_WEB and select Immediate in the Properties print time box.

In the following box click on the **green tick**

Print ALV List ✕

Output Device: 📄

* Number of Copies:

Page Area

Everything

Page to:

Properties

Print Time: ▼

✔ Properties 📘 ✕

The report is displayed click on the print icon to print the report

Employee List

Key date: 28.02.2024

Number of selected employees: 12

Pers.no.	PersIDNo.	Name	Name at birth	Job Title	Entry Date	Leaving
71104894	NS258571D	Mr Jordan James			01.01.2024	
71104895	NS879645D	Mrs Annabelle Lock			01.01.2024	
71104896	NS257498D	Miss Sally Field			01.01.2024	
71104897	NS568574D	Ms Clara Bell		Support for Teaching & Learning	01.01.2024	
71104898	NS589741D	Mrs Beverley Bonnet		Support for Teaching & Learning	01.01.2024	
71104899	NS564859D	Mr Matthew Paint		Support for Teaching & Learning	01.01.2024	
71104900	NS564859D	Mr Matthew Paint		Student Support Services	01.01.2024	
71104901	NS258542D	Mrs Goldy Locks		Student Support Services	01.01.2024	
71104902	NS289674D	Mr Martin Mop		Construction & Maintenance	01.01.2024	
71104903	NS272952D	Mr Albert Bucket		Construction & Maintenance	01.01.2024	
71104904	NS827496D	Miss Carrie Cupboard		Construction & Maintenance	01.01.2024	
71104905	NS826459D	Ms Millie Marshall		Support for Teaching & Learning	01.01.2024	

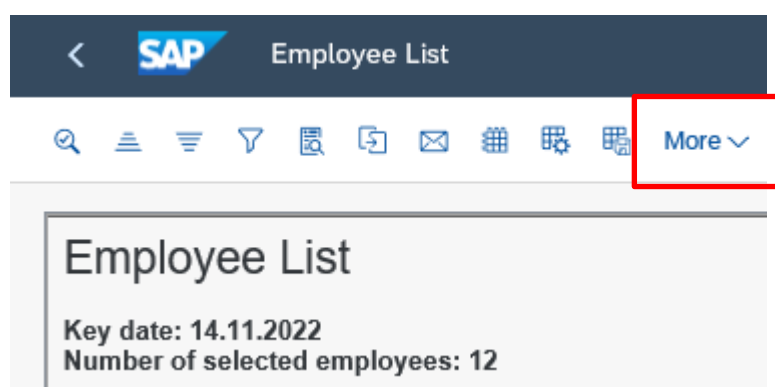
Data statistics	Number of
Records passed	12

- Once you have printed your report, close the window.
- (the cross in the top right of the screen)
- Exit the report by clicking **Back** arrow or **Exit** until you return to the Fiori dashboard screen.

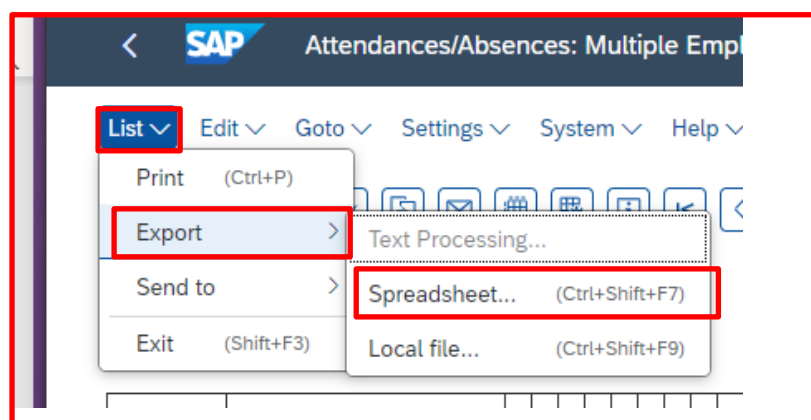
Remember this is confidential information and should be always stored in a locked cabinet.

Section 6 - Exporting a report to an Excel spreadsheet.

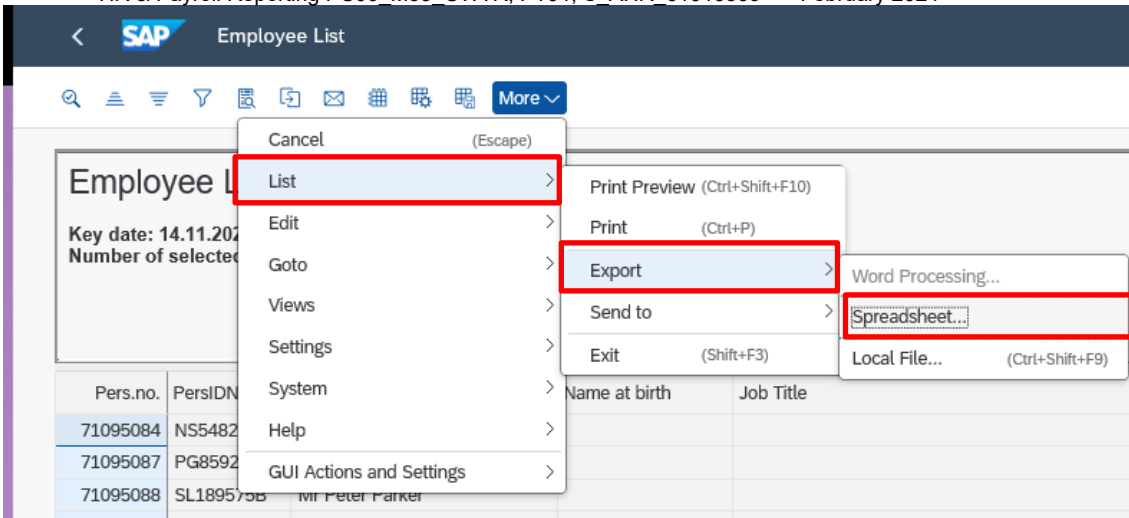
- Click on **More** icon on top of the screen



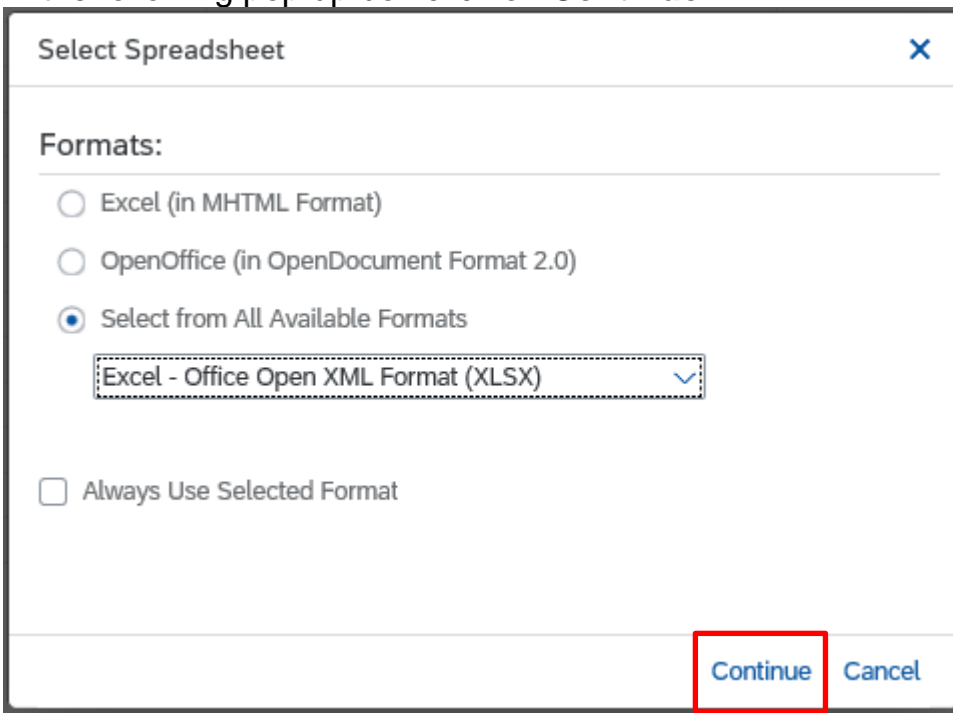
Or in other transactions the option is under the **List** icon



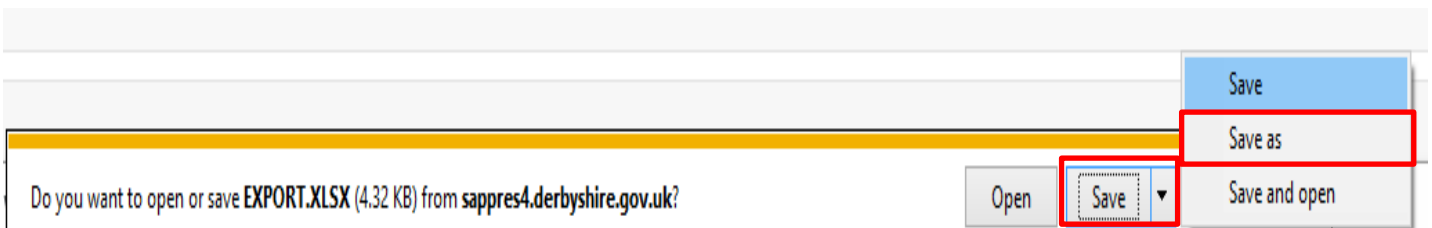
Click on **List > Export > Spreadsheet**



In the following pop up box click on **Continue**

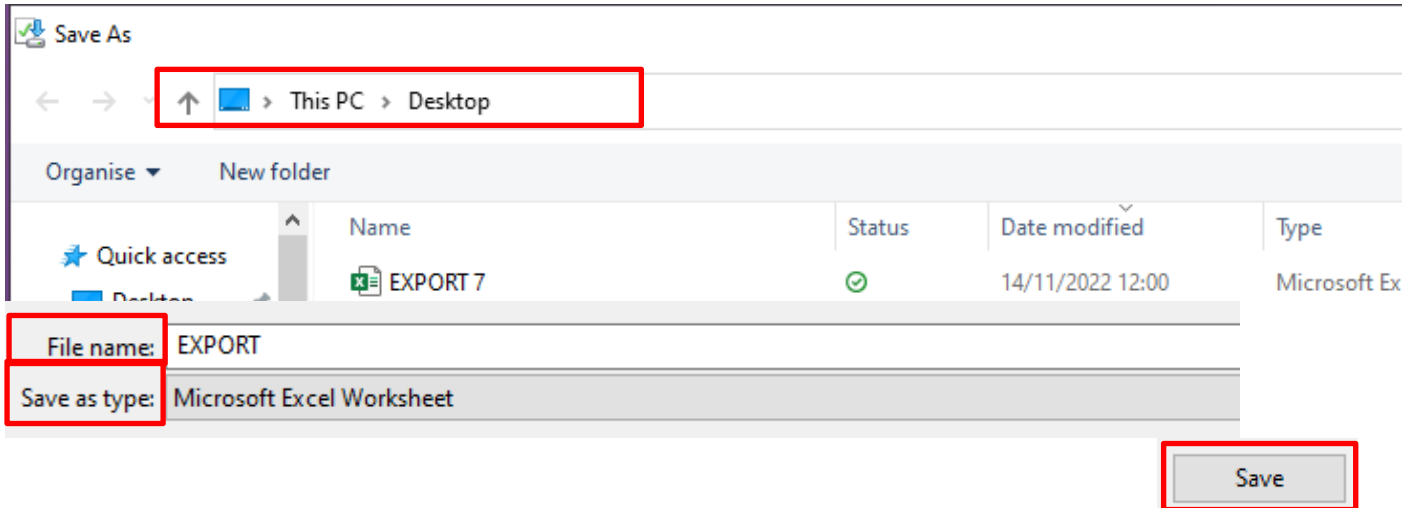


The following message will appear at the bottom of the screen, click on the down arrow next to Save to select **Save As**

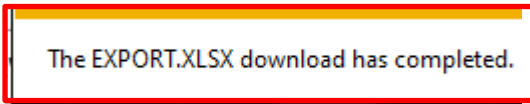


- Select where you would like the file to be saved.
- Type in the name you want the file to be called.
- In Save as Type select Microsoft Excel Worksheet

- Click on **Save**
- The file will then be saved to your chosen location.



The following message will appear.



- Click **Back** arrow or **exit** until you return to the Fiori Dashboard

Remember this is confidential information and your spreadsheet should be password protected.