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
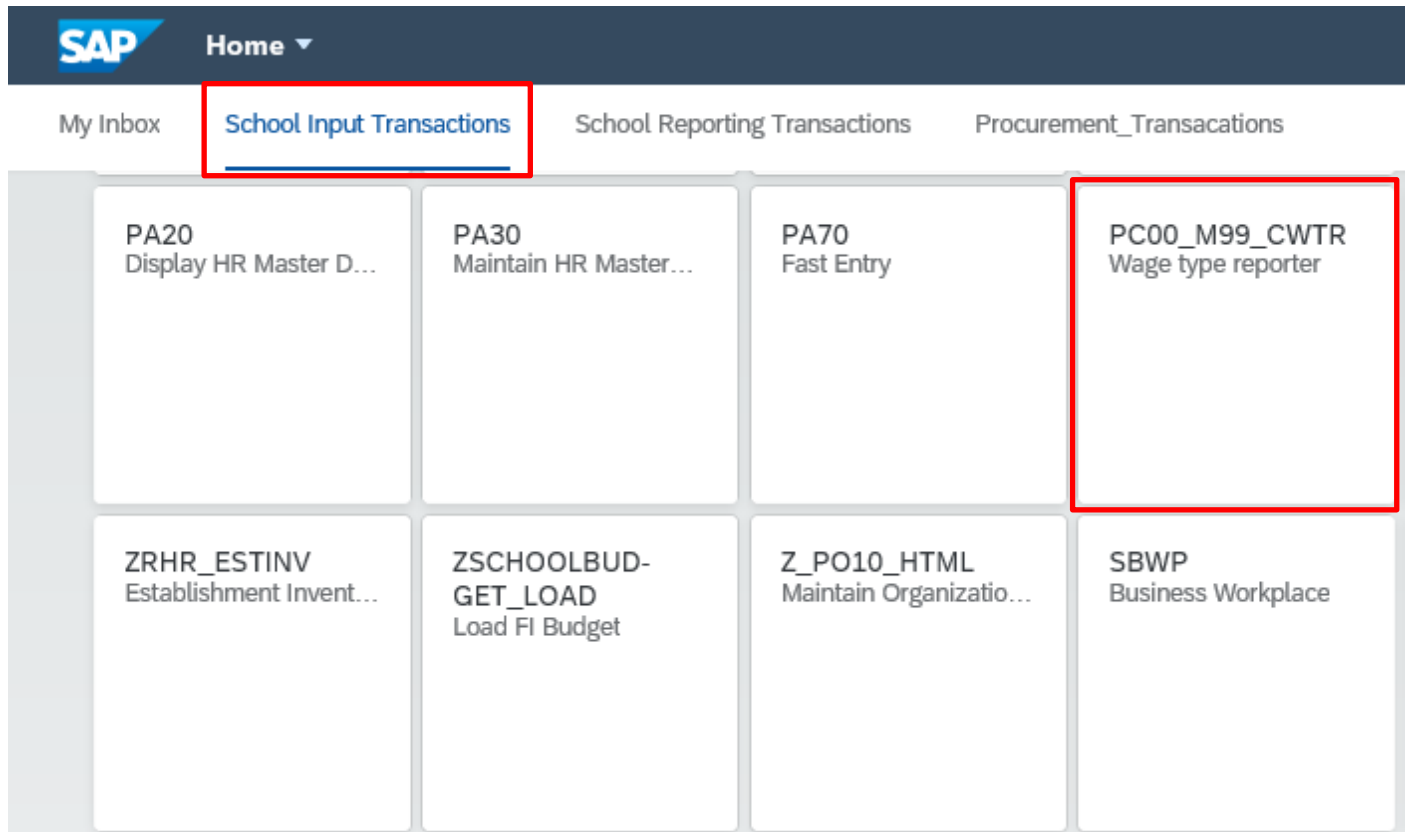
Contents:

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.

Remove anything in the Created by box and press Execute.

Find Variant   ✕

Variant:	
Environment:	
Created By:	TRAIN005
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

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

- This will the 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: [3111]   to: [   ]   [⬈]

Object selection

Output

◉ SAP List Viewer   Layout Variant: [/DCC_SCHOOLS]
○ ALV Grid Control   Layout Variant: [   ]
○ Microsoft Excel   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

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.

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

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

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

- 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.

- 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

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 –

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**.

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**

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

- Select the variant **DCC SCHOOLS** by clicking the line to highlight it.

- Click on Choose in the bottom right of the pop up box

- Type in your **Cost Centre**

- Click **Execute**

Your current employee list report will now be displayed

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

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

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: LP01_WEB

* Number of Copies: 1

Page Area

⦿ Everything

○ Page   0   to: 0

Properties

Print Time: Immediately

✓ Properties ℹ ✕

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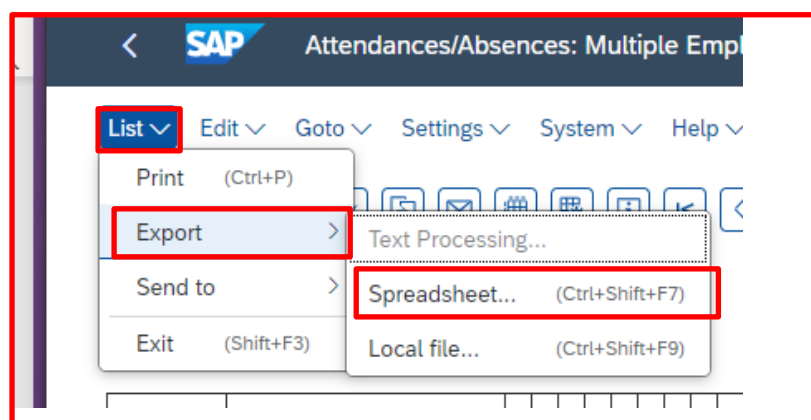
Remember this is confidential information and should be always stored in a locked cabinet.

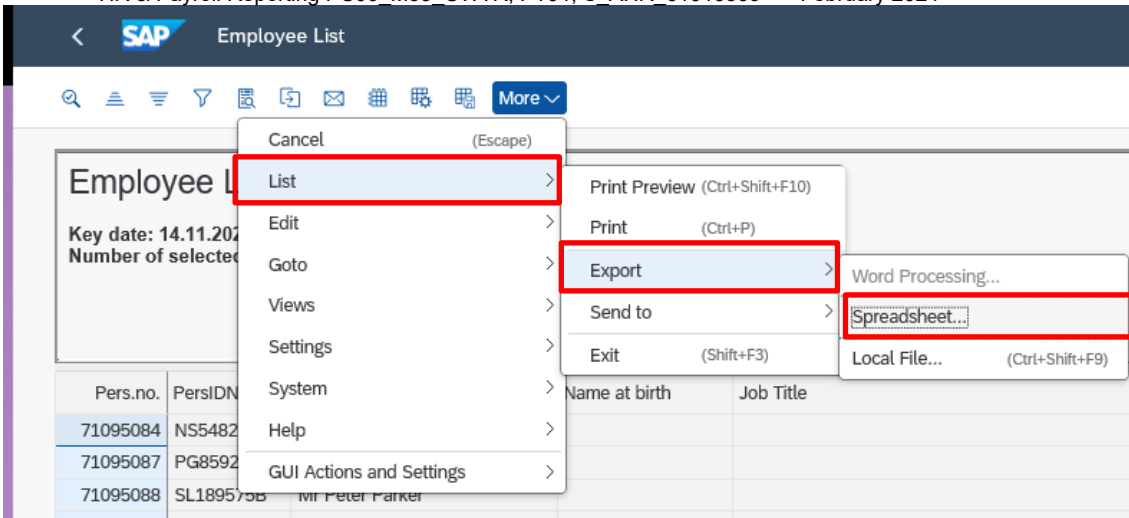## Section 6 - Exporting a report to an Excel spreadsheet.

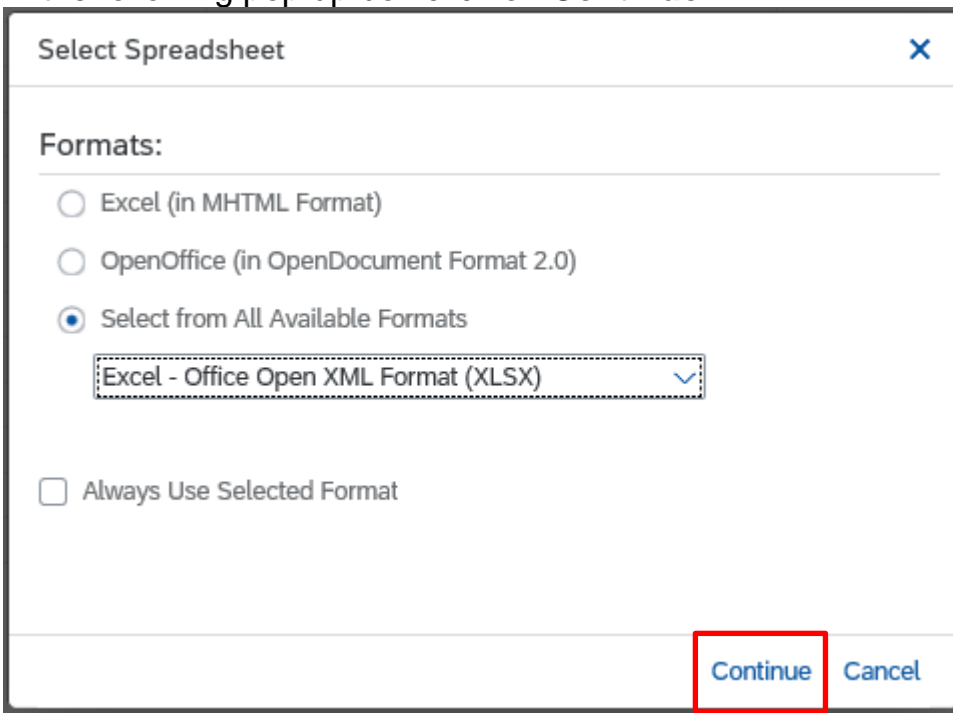- Click on **More** icon on top of the screen
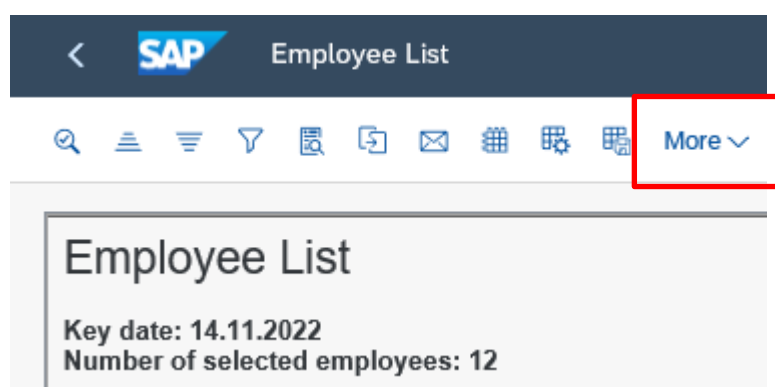
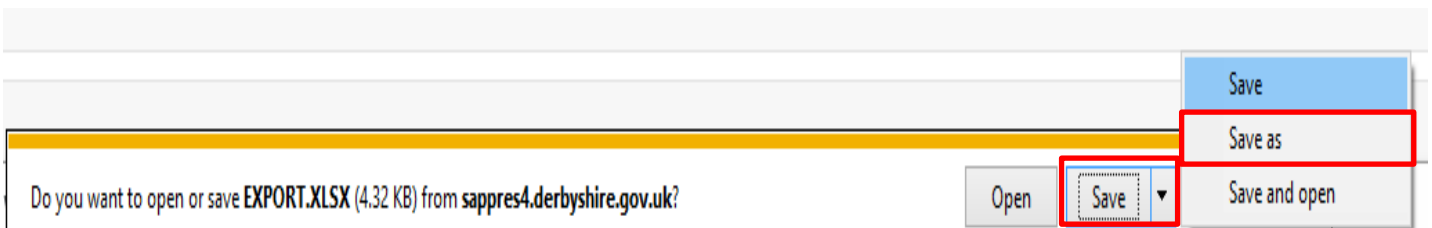Or in other transactions the option is under the **List** icon

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**
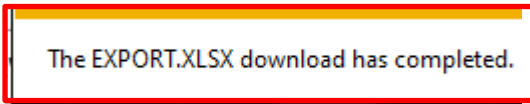

- Select where you would like the file to be saved.
- Type in the name you want the file to be called.
- In Save as Type select Microsoft Excel Worksheet

- Click on Save
- The file will then be saved to your chosen location.
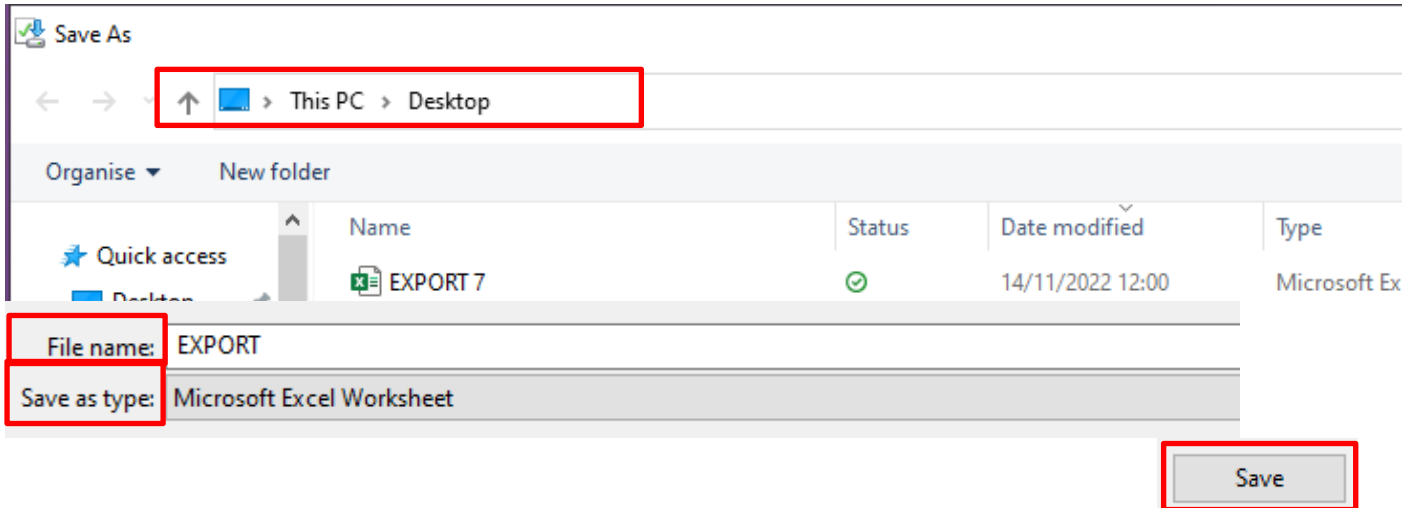
The following message will appear.

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

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