

# HR2006

MARCH 8 – 10 • LAS VEGAS

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## **Accelerate Payday Timelines by Using Process Models to Streamline Payroll Processing**

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# What We'll Cover ...

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- What are process models?
- Why should you use process models?
- When do you use process models?
- Technical aspects of process model configuration
- Execute process models
- What you should know about process models
- Go-live advice
- Wrap-up

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# Introduction

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- Payroll process models serve as templates for executing payroll processes and provide the ability to automate and schedule payroll events
- Off-cycle processing requires the use of a process model, so you need to know how to use them
- You can use process models to run Payroll (PY) calculations, FI posting, third party, check and Automated Clearing House (ACH) production, reports, time evaluation, and even custom programs

## In This Session ...

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- Learn how process models work and discover how to use break points to control the process
- Get tips and tricks to configure process models for regular and off-cycle payroll, mass bonus runs and reversal/replacement checks
- Centralized vs. decentralized processing
- Troubleshooting and error processing

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- Off-cycle processing using process model
  - ◆ Different types of off-cycle payments
    - ▶ Salary employee gets a bonus on 3/1
    - ▶ Hourly employee gets a time adjustment on 3/2
    - ▶ Salary employee located gets a final regular payroll on 3/3
    - ▶ Off-cycle segregates payments by pay date, payroll type, payroll area, and pay ID
    - ▶ Off-cycle processing batches together similar payments and processes through back-end processing
- Executing back-end steps individually would be very time-consuming
- SAP standard – use process models for off-cycle payments

# Off-Cycle Processing (cont.)

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- **Off-cycle processing automation**
  - ♦ FI-CO posting, including creation of IDocs and release and post of IDocs
  - ♦ Third-party remittance from creation of tempse files (U500 schema) to update third-party tables
  - ♦ Direct deposit files, payment summary reports, check spools, payment advice spools
  - ♦ Breakpoints to stop processing at logical points in the process for review

# Off-Cycle Payments

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- **Off-cycle payments process**
  - ♦ Save payments on Off-Cycle Workbench
  - ♦ Execute back-end processing
  - ♦ Review processes and resolve errors
  - ♦ All off-cycle payments completed



# Regular Payroll

- Regular payroll processing contains many separate steps
- Potentially multiple payroll areas (1 to 70)
- Payroll day can include several payroll areas, different locations, and different payroll processors
- Each process multiplied by each payroll area creates many process steps with large potential for entry errors
- Decentralized printing (checks/advice) adds more complexity

| Schedule         | Processor | Run day       | Locations                                   | Payroll Areas  | Employees |
|------------------|-----------|---------------|---|----------------|-----------|
| Weekly Friday    | Jane      | Tuesday       | Chicago, Cleveland, Dallas                  | H1, H2, H3     | 8000      |
| Weekly Thursday  | Diane     | Monday        | Chicago, Clevelenad, Dallas, Los Angelas    | H4, H5, H6, H7 | 5000      |
| Biweekly1 Friday | Bob       | Tuesday       | Tulsa, Wichita, San Jose                    | B1, B2, B3     | 6000      |
| Biweekly2 Friday | John      | Tuesday       | Tulsa, Wichita, San Jose, Memphis           | B1, B2, B3, B4 | 6000      |
| Semimonthly      | Sally     | 10th and 25th | Corporate New York, Corporate San Fransisco | S1, S2         | 2500      |
| Monthly          | Jane      | 25th          | Corporate New York, Corporate San Fransisco | S3, S4         | 25        |

# Payroll Processing

## • Payroll Processing

- Time Processing
- Payroll Simulation
- Control Records Release
- Payroll Calculation
- FI Simulation
- Third-Party Simulation
- Exit Control Record

## • Payroll back-end processing

- FI Production
- Display FI Documents
- Release FI Documents
- Post FI Documents
- Create Third-Party Tempse files
- Update Third-Party Tables
- Preliminary DME
- Print Checks
- Create Payment Advice and ACH

- Execute each transaction manually or with variants
- Each process monitored for results, errors reviewed, and resolved
- Start each new step after the previous step is completed
- Input variables such as tempse file names
- Logs and spools remain for future reference but without organization
- Payroll process must be logically structured by payroll manager and executed manually without process error
  - ♦ High risk of mistakes

- Customized ABAP programs run the processes of payroll
- Functional design, programming, and testing of a solution
- Up to client to decide how to build it
- Not SAP-standard and will require continued maintenance

# Process Model for Regular Payroll

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- Define models for specific payroll processing, including breakpoints
- Set up variants logically for processes
- Process Model Container will pass variable data between logical steps
- Job logs and spools connect to the actual process steps – users can review errors and restart processes when errors occur

# Should You Use Process Models in Regular Payroll?



- Off-cycle processing – use the process model
- Regular payroll processing – decision point
  - ♦ Manual execution of payroll makes sense during testing and early go-live
  - ♦ Automation of payroll process is achievable with process models
  - ♦ Decide early if you will use models; implement when ready
  - ♦ It is never too late to begin using process models for regular payroll

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# Off-Cycle Processing and Replacement Checks

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- **Off-cycle processing**

- ♦ The Off-Cycle Workbench produces daily off-cycle payments
- ♦ The system saves payments and updates control table T520CG

- **Replacement checks**

- ♦ The Off-Cycle Workbench processes replacement checks
- ♦ The system saves check replacements and updates control table T520CG

# Back-End Processing and Reversals

- **Back-end processing for all daily off-cycle payments**
  - ◆ Execution of off-cycle batch follow-up transaction
    - ▶ Selects all unprocessed off-cycle payments from T520CG
    - ▶ Processing completed
- **Reversals**
  - ◆ Rarely used or needed
    - ▶ Reversal occurs in the Off-Cycle Workbench
    - ▶ FI-posted only, voided payment
    - ▶ Reversal process model only contains RPCIPE00

# Mass Bonus Payrolls and Regular Payroll

- **Mass bonus payrolls**
  - ◆ Process model for mass bonus payments
  - ◆ Load master data on IT0267 (additional payments off-cycle)
    - ▶ Execute mass bonus process model
    - ▶ Enter parameters for mass bonus run and execute
- **Regular payroll execution**
  - ◆ Process models configured logically for regular payroll processes
    - ▶ Execute the model by payroll area(s)
    - ▶ Enter parameters for regular payroll and execute



- Reversals
- Nearly all reversals will be out-of-sequence reversals or true voids
  - ♦ Neither will require the reversal process model execution
- Any out-of-sequence reversal requires an off-cycle adjustment payment process to retrocalculate payroll back to the reversed period
  - ♦ You must change master data or you will receive the same payment

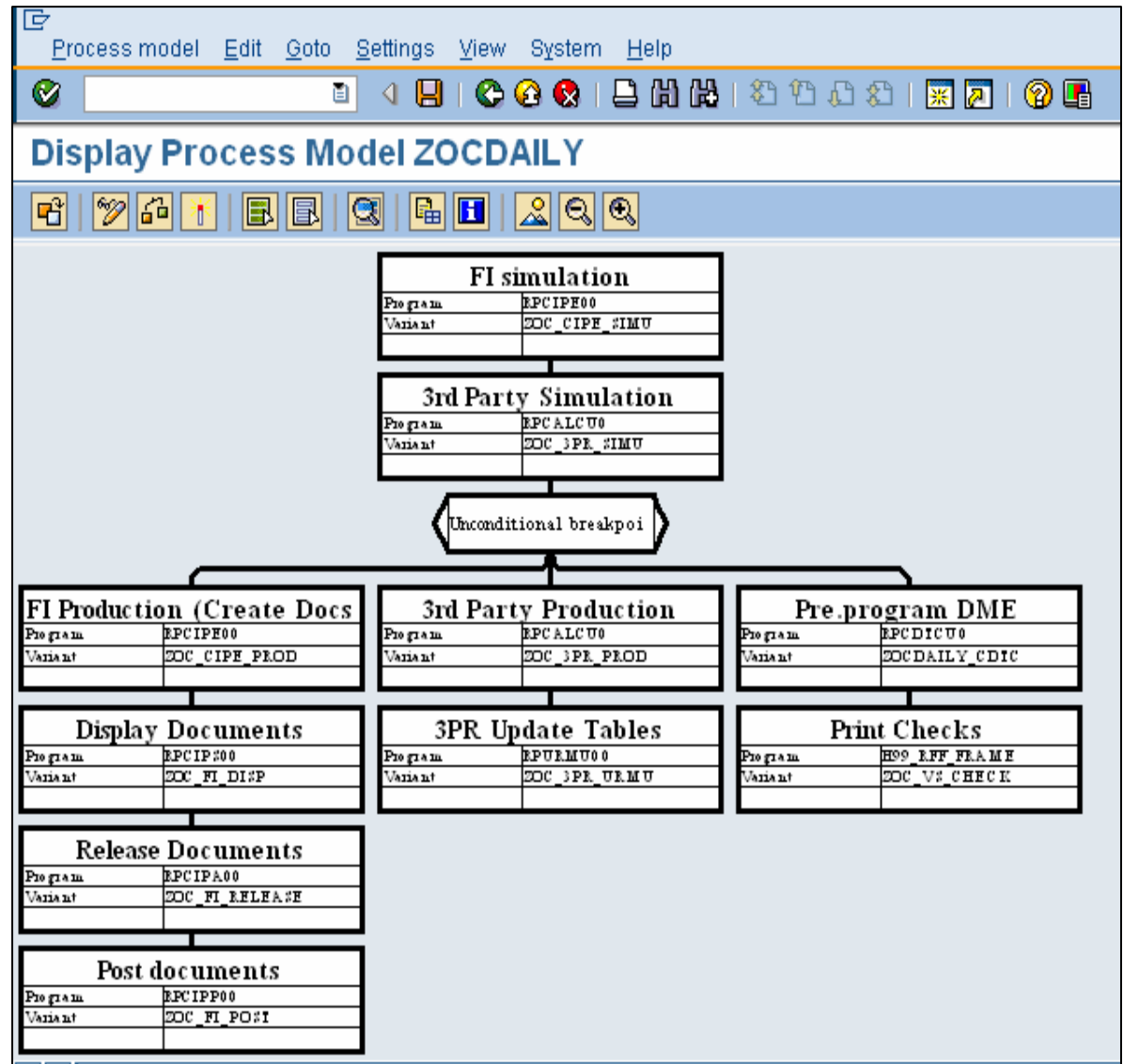
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# Transaction PEST

- IMG path under PY off-cycle activities



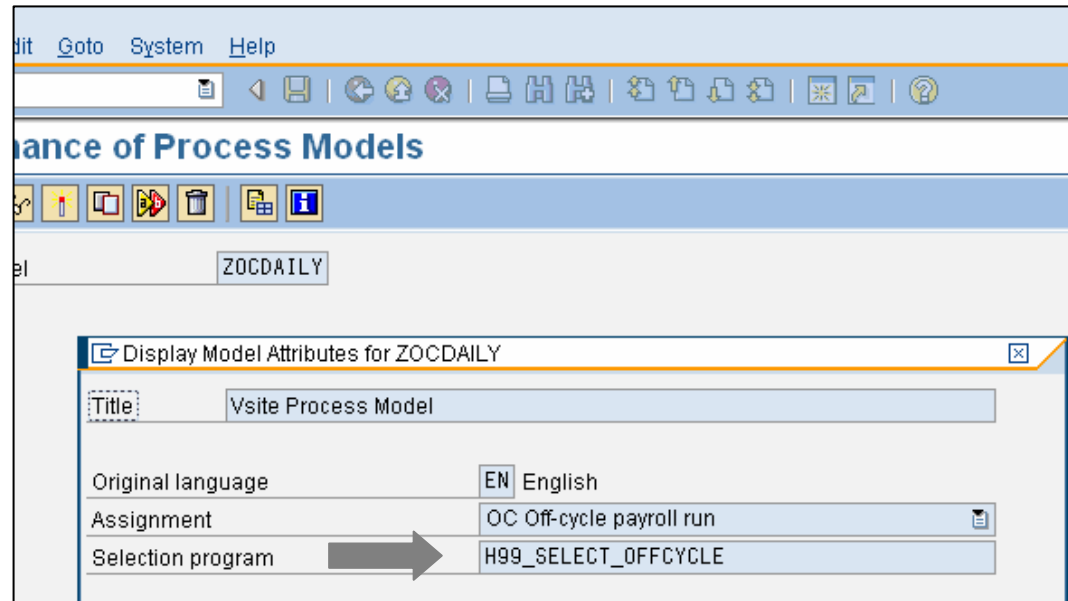
# Selection Program

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- **Determines how the system executes the model**
  - ♦ H99\_Select\_Pernr (regular payroll) selects employees by payroll area and period
  - ♦ H99\_Select\_OffCycle (off-cycle) selects records from T520CG
  - ♦ H99\_Mass\_Bonus (mass bonus) selects records from PA0267

# Display Model Attributes

- Go to Attributes



Default values (1) 10 Entries Found

Restrictions

| Program                       | Title of process model                                   |
|-------------------------------|--|
| H37_SELECT_ADIANTAMENTO       | Select personal numbers for a payroll process            |
| H37_SELECT_PERNR_BRANCH       | Select personal numbers for a payroll process            |
| H99_SELECT_OC_ALL             | Select personnel numbers for a mass bonus process (PY)   |
| H99_SELECT_OFFCYCLE           | Selection Report for Process Model for Off-Cycle Batch   |
| H99_SELECT_PERNR              | Select Personnel Numbers for a Payroll Process (PY)      |
| H99_SELECT_PERNR_AHP          |  |
| H99_SELECT_PERNR_MASS_ADVANCE | Select Personnel Numbers for a Mass Advance Process (PY) |
| H99_SELECT_PERNR_MASS_BONUS   | Select personnel numbers for a mass bonus process (PY)   |
| H99_SELECT_PERNR_MASS_LTI     | Select Personnel Numbers for a Mass LTI Process (PY)     |
| OT_SELECT_PERNR_OTUS          | Gross payroll selections for Process Model - US          |

01/24/2006  
02/17/2006

# Configure the Process Model Steps

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- Graphical boxes on the next slide represent each step in the process
  - ♦ USPAY is a SAP-standard model for regular payroll
  - ♦ SAPUSOC for off-cycle
- Configuration
  - ♦ Create step
  - ♦ Define program and variant
  - ♦ Programs must be in a category (add them to logical categories if they do not exist)

# Configure the Process Model Steps (cont.)

- Program category
- Text
- Program name
- Variant
- Set size

The screenshot shows a software interface for configuring process model steps. The main window is titled "Process Model ZOCDAILY". A dialog box titled "Change Step 0000000001" is open, showing configuration fields for a step. The "Variant" field is circled in red and contains the text "ZOC\_CIP\_E\_SIMU". A table titled "FI simulation" is also visible, showing "Program" as "RPCIPE00" and "Variant" as "ZOC\_CIP\_E\_SIMU".

| FI simulation |                |
|---------------|----------------|
| Program       | RPCIPE00       |
| Variant       | ZOC_CIP_E_SIMU |

Change Step 0000000001

Program Category: CIP\_E Execute posting run

Text for step: FI simulation

Program name: RPCIPE00

Variant: ZOC\_CIP\_E\_SIMU

Server Group Name:

Print Parameter:

# Breakpoints

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- **Assign breakpoints**

- ♦ Hard breaks stop the process model when reached – use them when you want the process to stop before executing the next step
- ♦ Soft or conditional breaks use function modules to stop the process model under certain conditions (i.e., errors in the previous step)
- ♦ You can write custom functions for breakpoints to better utilize the models (e.g., read the status of the document number from FI-posting simulation to see if status = 31 [incorrect documents])

# Breakpoints (cont.)

- Create breakpoint
- Unconditional breakpoint

Change Step 0000000003

Breakpoint Communication Text for mail

You can include different breakpoints in the process model:

1. Unconditional breakpoints
2. Breakpoints triggered if a fixed percentage of personnel numbers of personnel numbers have been deleted
3. Breakpoints, whose conditions are programmed in a separate function module

Unconditional breakpoint

Percentage rate

Separate function module

Function Module Parameter

Breakpoint text

✓ ↺ ✗

# Breakpoints (cont.)

- Click create breakpoint
- Separate function module
- ABAP function module (SE37)
- Refer to examples in drop-down list

Change Step 0000000003

Breakpoint Communication Text for mail

You can include different breakpoints in the process model:

1. Unconditional breakpoints
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Unconditional breakpoint

Percentage rate

Separate function module

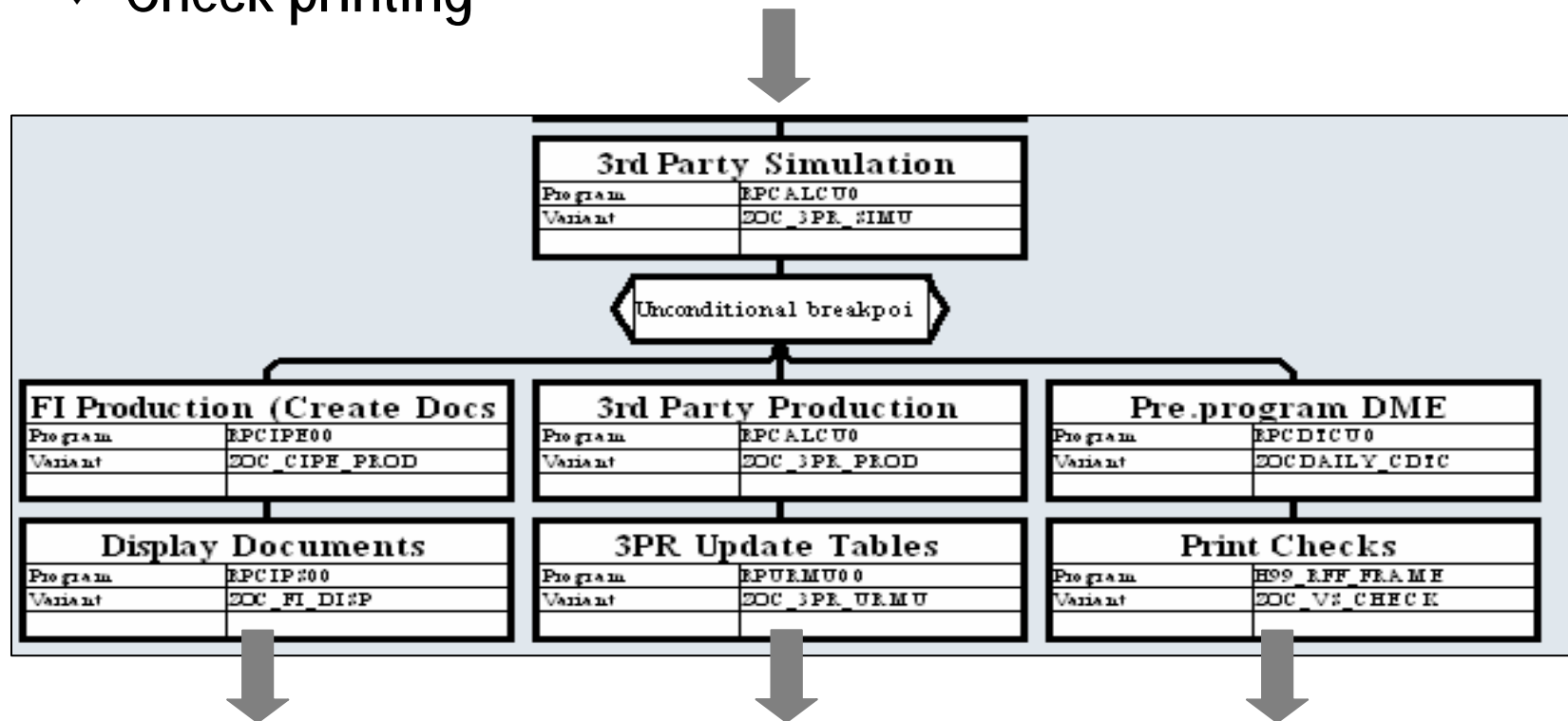
Function Module Parameter

Breakpoint text

✓ ⏏ ✗

# Process Flow

- After the breakpoint come three processes:
  - ♦ FI production
  - ♦ Third party
  - ♦ Check printing



# Process Model Steps

- **Process Model First Steps**

- ♦ Payroll Simulation      RPCALCU0 with Simulation Variant
- ♦ Payroll Calculation      RPCALCU0 with Production Variant
- ♦ FI Simulation      RPCIPE00 with Simulation Variant
- ♦ Third-Party Simulation      RPCALCU0 with Simulation Variant
- ♦ Breakpoint      Conditional

- **Payroll Simulation and Calculation**

- ♦ Should only occur with Regular Payroll and Mass Bonus Payroll

- **Off-Cycle Payroll Calculation**

- ♦ Occurs on the Off-Cycle Workbench (Transaction PUOC\_10)

# Process Model Steps (cont.)

- **Process Model FI-Posting Steps**

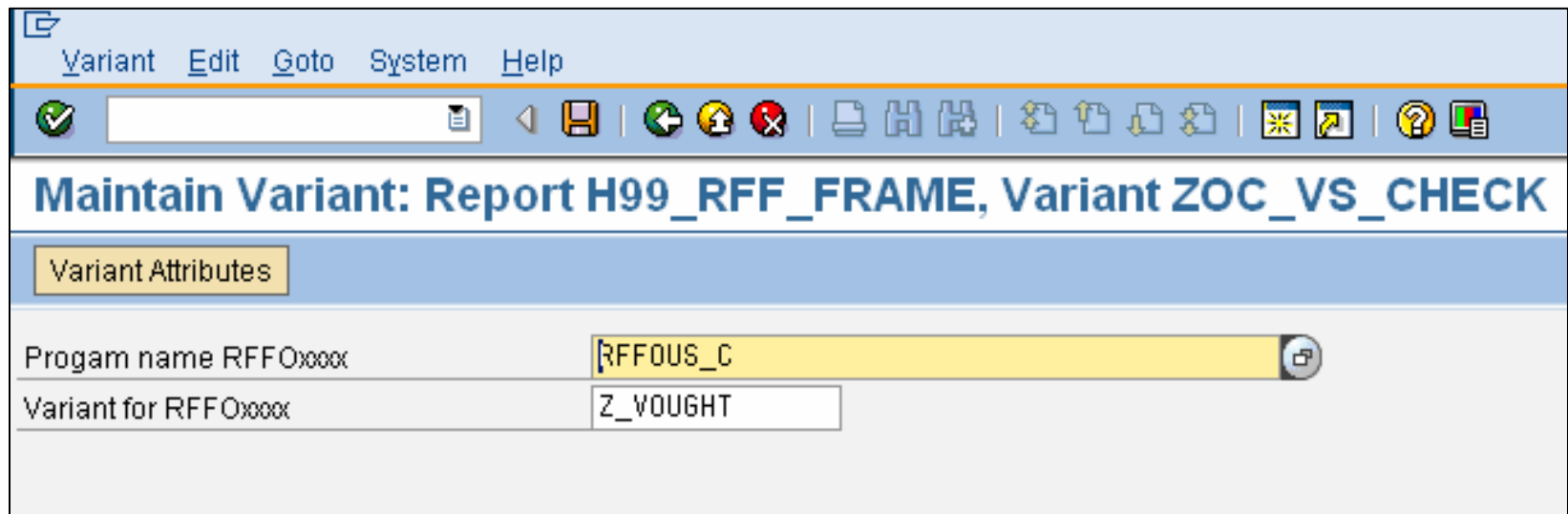
- ♦ FI Production                      RPCIPE00 with Production Variant
- ♦ FI Display IDocs                  RPCIPS00 with Variant
- ♦ FI Release IDocs                  RPCIPA00 with Variant
- ♦ FI Post IDocs                      RPCIPP00 with Variant

- **Process Model Third-Party Remittance**

- ♦ Third-Party Production      RPCALCU0 with Production Variant
- ♦ Third-Party Update              RPURMU00 with Production Variant
- ♦ Third-Party Posting              Not part of process model

# Check Production

- **Process Model Check Production**
  - ♦ Pre-DME Production      RPCDCTU0 with Production Variant
  - ♦ RFF Frame                      H99\_RFF\_FRAME with Variant
  - ♦ H99\_RFF\_FRAME calls RFFOUS\_C (Check Print)
  - ♦ Passes Container values to RFFOUS\_\* programs



# Centralized vs. Decentralized Check/Advice Printing

- Feature DTAKT determines the house bank, account ID, and paying company code at employee level
- Preliminary DME writes these values to the REGUH table for each payment record
- RFFOUS\_C/RFFOUS\_T selects based on the DTAKT values, print date, ID, print to printers defined in the variant
- Consider the configuration DTAKT all the way to the printer device
- Create the process model at the printer level

# Create/Change Step

- Set size splits process for a number of employees
- RPCALCU0/Schema U000

Change Step 0000000001

Program Communication Text for mail

Enter the characteristics of the new steps or those that are to be changed in your process model.

Program Category: CALC Payroll

Text for step: Payroll

Program name: RPCALCU0

Variant: Z0C\_CALC\_BONUS

Set size: 300

Server Group Name:

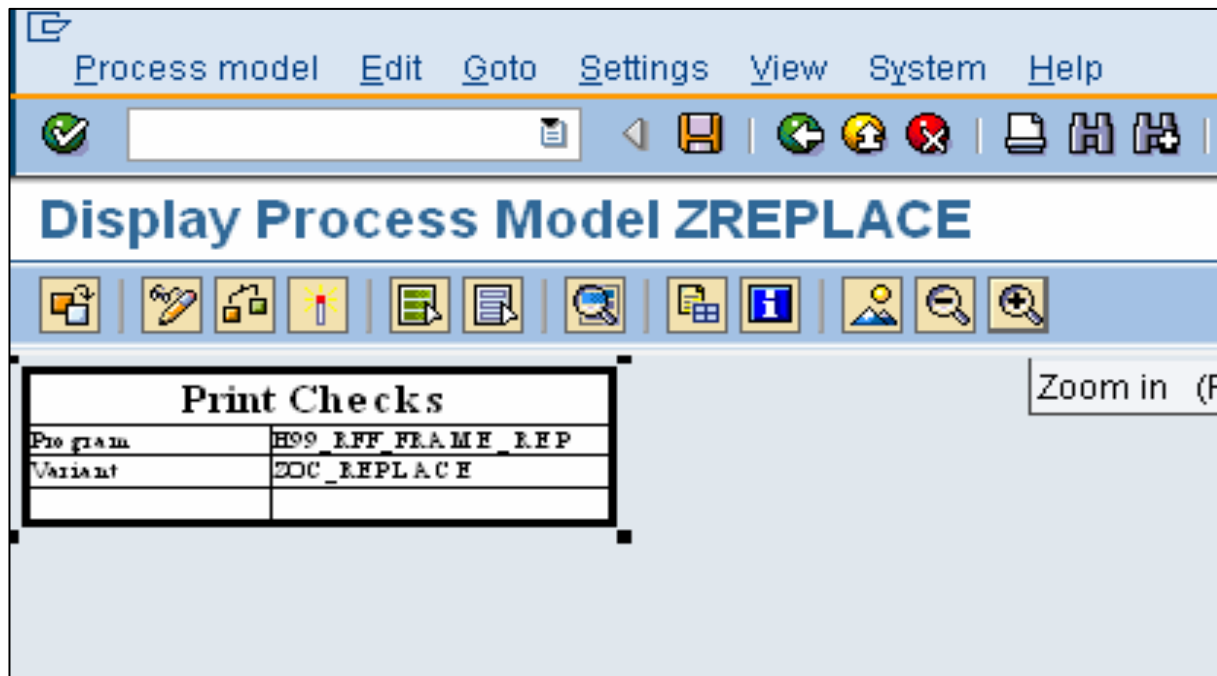
Print Parameter:

✓ ↻ ✗



# Replacement Checks

- H99\_RFF\_FRAME\_REP
- Configured to call appropriate RFFOUS\_C variant
- See IMG step for configuring off-cycle variants and replacement checks



# Business Workflow Configuration

- Some limited workflow configuration is necessary for process models to operate
- Workflow allows jobs to start and for statusing of the HR Process Workbench (PUST) to occur
- Execute program that creates needed BUS7005 configuration
- Tools -> Business Workflow -> Development -> Utilities -> Automatic Workflow Customizing
- Refer to SAP Note 133182 for more information



# WF-BATCH

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- WF-BATCH is the system-user ID that process models use to execute the steps and jobs in background (SM37)
- WF-BATCH needs correct security to execute payroll programs
- SAP recommends SAP ALL, but some clients add specific roles to WF-BATCH

# Security

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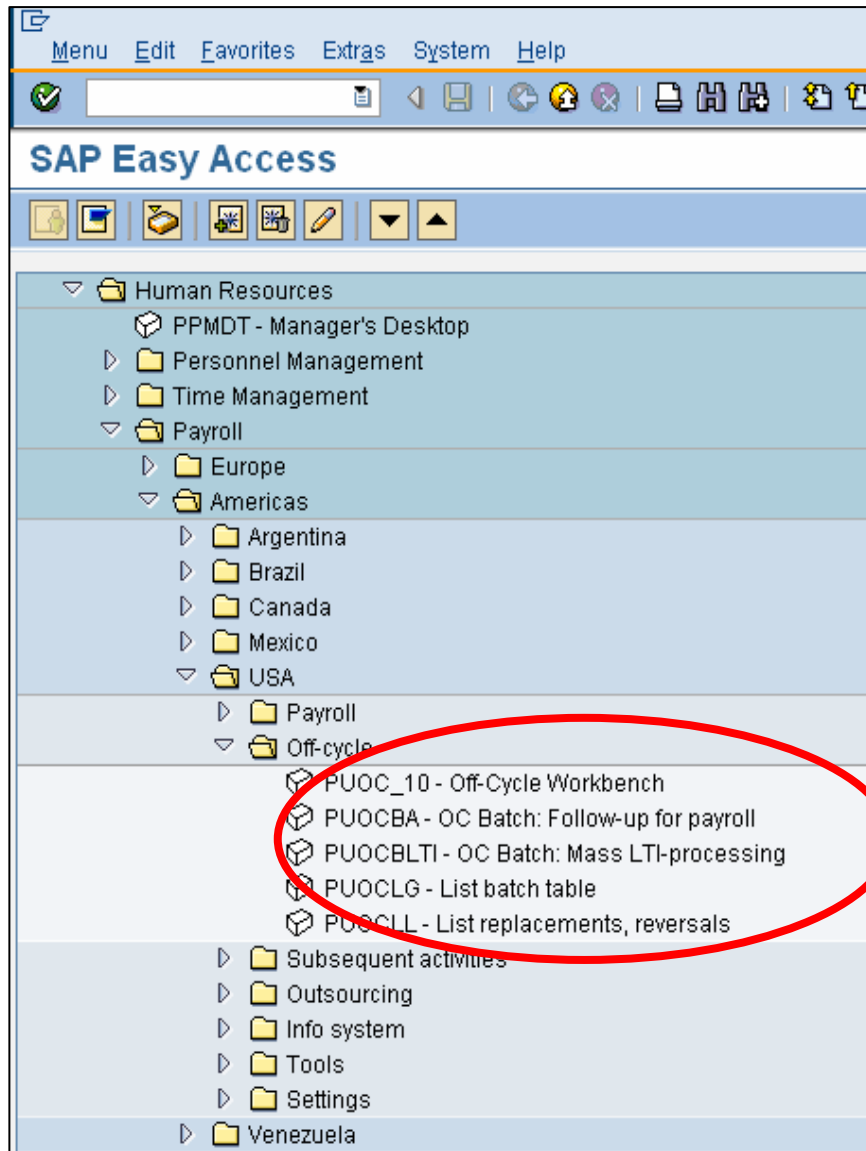
- **User must have security to perform all processes**
  - ♦ For example, for the RPCIPE00 report, you have to maintain the P\_PYEVRUN authorization
- **Assign the necessary authorizations for all program steps to the processing user**

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# Off-Cycle Workbench



## • Off-Cycle Menu

- Off-Cycle Workbench
- Off-Cycle Batch Follow-Up
- HR Process Workbench

# Off-Cycle Workbench (cont.)

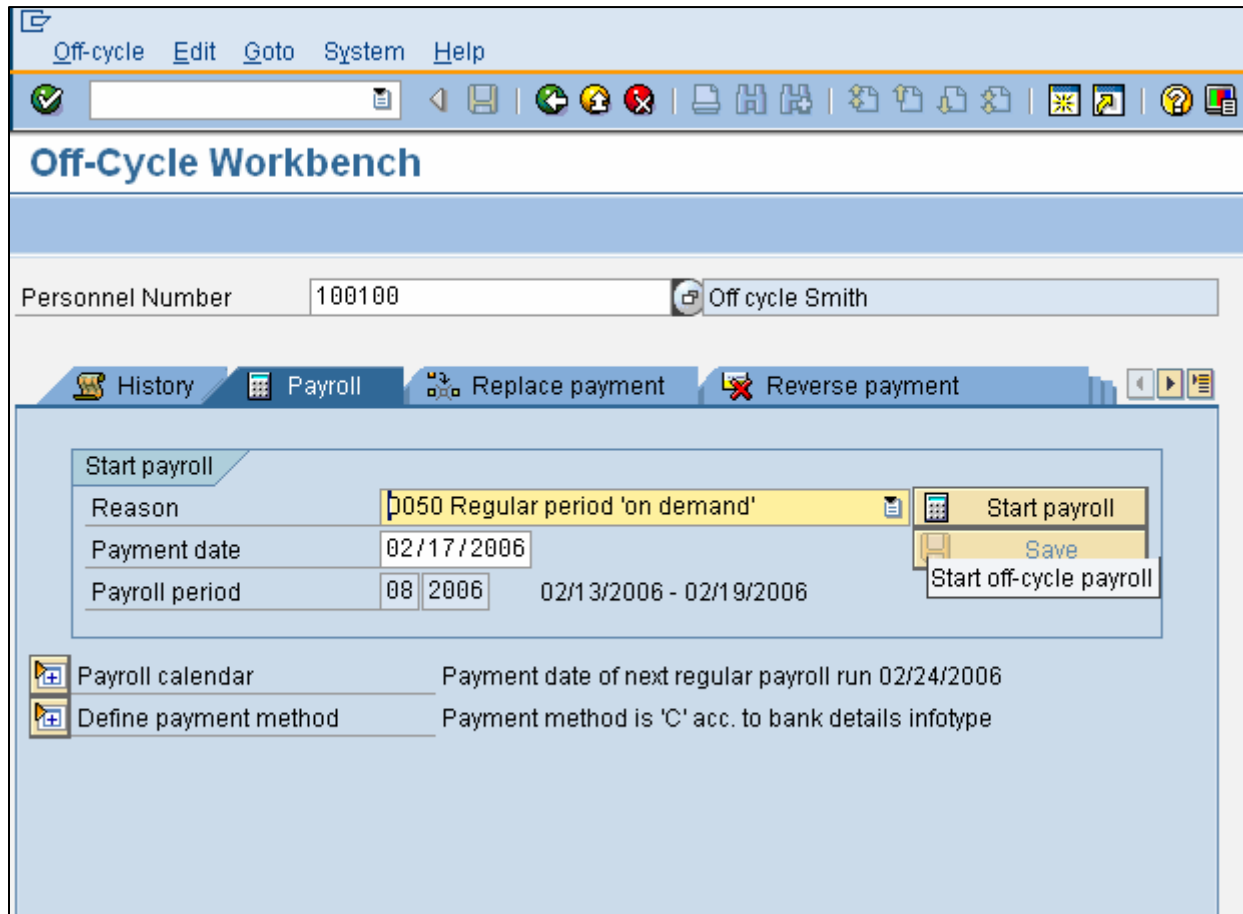
The screenshot displays the 'Off-Cycle Workbench' application window. The title bar includes 'Off-cycle Edit Goto System Help'. Below the title bar is a menu bar with 'Off-cycle', 'Edit', 'Goto', 'System', and 'Help'. A toolbar contains various icons for file operations and navigation. The main window title is 'Off-Cycle Workbench'. Below this, there is a field for 'Personnel Number' with the value '100100' and a dropdown menu showing 'Off cycle Smith'. A navigation bar at the bottom of the window contains tabs for 'History', 'Payroll', 'Replace payment', and 'Reverse payment'. The 'History' tab is active, displaying a 'Payroll history' table.

| Pmt date   | Re... | Re... | Inf... | PM | Payment number | Reason             | Amount | Crcy |
|------------|-------|-------|--------|----|----------------|--------------------|--------|------|
| 02/12/2006 |       |       | f      | C  |                | Bonus payment      | 33.68  | USD  |
| 02/12/2006 |       |       | f      | C  |                | Bonus payment      | 33.68  | USD  |
| 02/12/2006 |       |       | f      | C  | 1000032        | Adjustment pay...  | 74.08  | USD  |
| 02/12/2006 |       |       | f      | C  | 1000018        | Regular period ... | 667.78 | USD  |
| 01/30/2006 |       |       | f      | C  |                | Adjustment pay...  | 14.00  | USD  |
| 02/05/2006 |       |       | f      | C  |                | Regular period ... | 184.69 | USD  |
| 01/29/2006 |       |       | f      | C  |                | Regular period ... | 272.80 | USD  |

- Off-Cycle Workbench
- Transaction PUOC\_10
- View and create off-cycle payments

# Off-Cycle Workbench (cont.)

- Execute and Save Payroll
  - ◆ Table T520CG table entry stored



# Transaction PUOCBA

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- **Off-Cycle Batch Follow-Up: Transaction PUOCBA**
  - ♦ Enter process model configured for off-cycle checks
  - ♦ Choose applicable processing (payroll, replacements, etc.)
  - ♦ Execute
  - ♦ Program selects checks from T52OCG and submits the process model to the HR Process Workbench

# Transaction PUOCBA (cont.)

- Off-Cycle Batch Follow-Up Transaction PUOCBA

Program Edit Goto System Help

**Subsequent Processes of Off-Cycle Activities**

Batch processing type

Payroll

- Regular payroll on-demand
- Bonus accounting
- Correction accounting
- Payroll results adjustment

Check replcemnt

Reversal

**Enter OC Process Model**

Parameters for process model

Process Model   Vsite Process Model

Further restrictions

|                  |                                 |     |                      |                                  |
|------------------|---------------------------------|-----|----------------------|----------------------------------|
| Country grouping | <input type="text" value="10"/> | USA |                      |                                  |
| Payroll area     | <input type="text"/>            | to  | <input type="text"/> | <input type="button" value="→"/> |
| Personnel Number | <input type="text"/>            | to  | <input type="text"/> | <input type="button" value="→"/> |
| Run date         | <input type="text"/>            |     |                      |                                  |
| Identification   | <input type="text"/>            |     |                      |                                  |

# HR Process Workbench

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- HR Process Workbench Transaction PUST
- Submitted process model is created as a process
- Review steps, jobs, spools, employee selections, containers, and statuses

# HR Process Workbench (cont.)

- HR Process Workbench Transaction PUST

Process overview Edit Goto Utilities System Help

HR Process Workbench

| Process-step-run-set | Text  |
|----------------------|---|
| Process              |   |
| 0000000045           | Bonus date 02/17/2006, Payld 0, OC-batch Subsequent program |
| 0000000001           | FI simulation   |
| 0000000001           | Run   |
| 000001               | Set   |
| 0000000002           | 3rd Party Simulation  |
| 0000000004           | FI Production (Create Docs)                                 |
| 0000000005           | Display Documents   |
| 0000000006           | Release Documents   |
| 0000000007           | Post documents  |
| 0000000008           | 3rd Party Production  |
| 0000000009           | 3PR Update Tables   |
| 0000000010           | Pre.program DME   |
| 0000000011           | Print Checks  |

**Green light signifies completion of step with no errors**



# Display Jobs



- You can review each job from each step/run via the process model

The screenshot shows the HR Process Workbench interface. The main window displays a process tree under 'Process-step-run-set'. The tree is expanded to show a list of steps, each with a status indicator (two circles) and a description. A context menu is open over the step '0000000001', listing various actions such as 'Display personnel numbers', 'Set personnel numbers to incorrect', and 'Job Overview of Packages'.

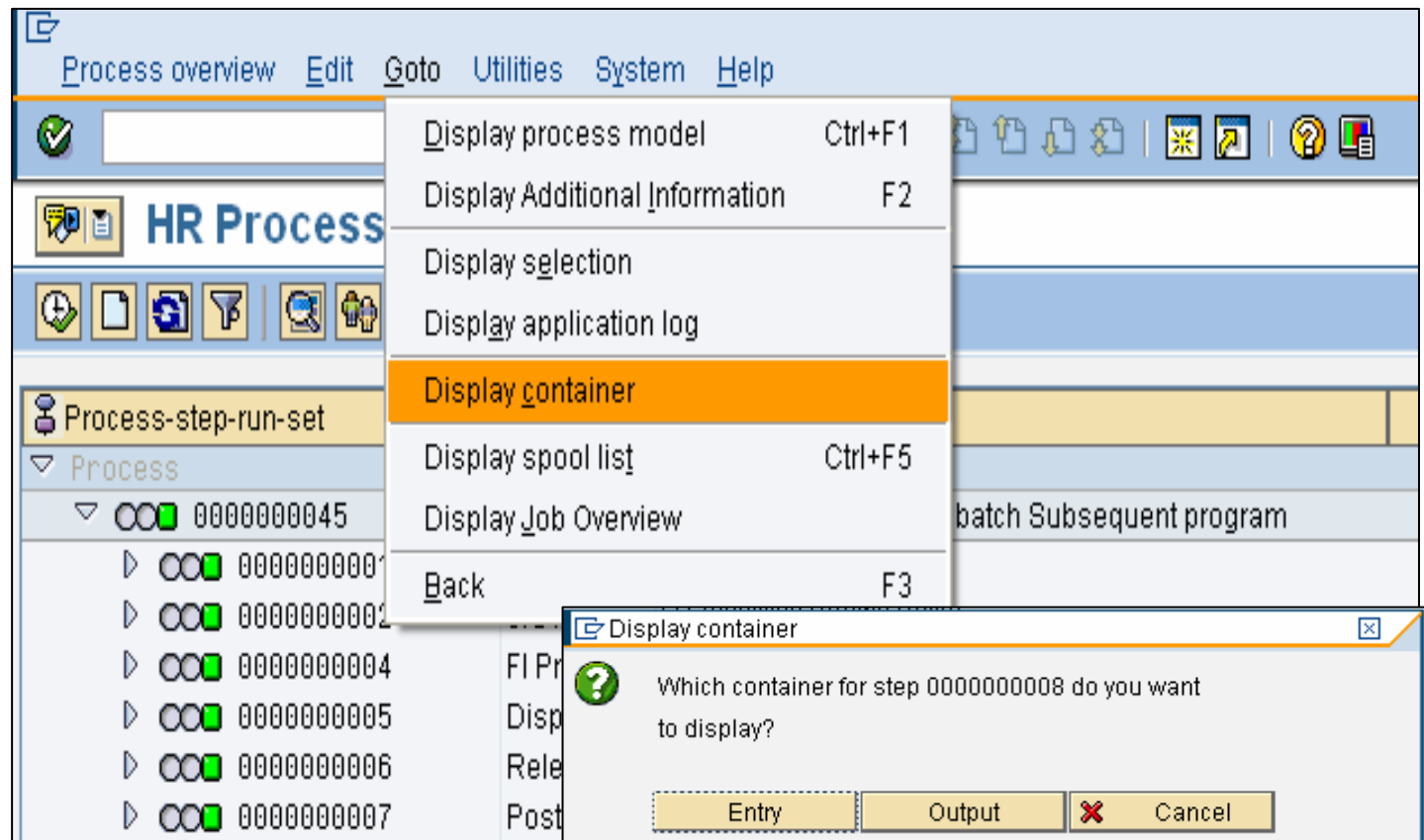
| Process-step-run-set | Text  |
|----------------------|---|
| Process              |   |
| ▷ ○○ 0000000045      | Bonus date 02/17/2006, Payld 0, OC-batch Subsequent program |
| ▷ ○○ 0000000044      | Bonus date 02/16/2006, Payld 0, OC-batch Subsequent program |
| ▷ ○○ 0000000001      | FI simulation   |
| ▷ ○○ 0000000002      | 3rd Party Simulation  |
| ▷ ○○ 0000000004      | FI Production (Create Docs)                                 |
| ▷ ○○ 0000000005      | Display Documents   |
| ▷ ○○ 0000000006      | Release Documents   |
| ▷ ○○ 0000000007      | Post documents  |
| ▷ ○○ 0000000008      | 3rd Party Production  |
| ▷ ○○ 0000000009      | 3PR Update Tables   |
| ▷ ○○ 0000000010      | Pre.program DME   |
| ▷ ○○ 0000000000      | OC-batch Subsequent program                                 |
| ▷ ○○ 0000000000      | OC-batch Subs. programs                                     |
| ▷ ⌚ 0000000000       |   |

Context Menu for Step 0000000001:

- Step
- Display personnel numbers
- Set personnel numbers to incorrect
- Set personnel numbers to successful
- Display process model
- Display Additional Information
- Spool List of Packages
- Job Overview of Packages

# Display Container

- You can review each job from each step/run via the process model



# Display Container (cont.)

- Fields contain values
- Entry and output

The screenshot shows the SAP Display Output Container interface. The main window displays a tree view of process steps. A secondary window, titled 'Display Output Container', is overlaid on top, showing a table of data. The table has two columns: 'Element' and 'Character value'. The data is as follows:

| Element  | Character value     |
|----------|---------------------|
| ABKRS    |                     |
| BONDT    | 20060217            |
| CONNECT  | 0                   |
| CONTINUE | X                   |
| FILE1    | HR_CALC3_0000000229 |
| FILE2    | HR_CALC4_0000000228 |
| MOLGA    | 10                  |
| PABRJ    | 0000                |
| PABRP    | 00                  |
| PAYDT    | 20060217            |
| PAYID    | 0                   |
| PAYTY    | A                   |

The rows for FILE1 and FILE2 are circled in red in the original image.

# The Container

- **The container (standard SAP)**
  - ♦ Each step has an entry and output container
    - ▶ **Entry: Values from the previous step or execution that becomes inputs to the next step**
    - ▶ **Output: Values as a result of current step that are available for the next step to use**
  - ♦ Example: Pre-DME program
    - ▶ **Entry: ABKRS (payroll area) = S1**
    - ▶ **Output: LAUFD (run date) = 3/10/2006 and LAUFI (identification) = 12005P**
  - ♦ Containers communicate dynamic data from one step to the next and allow you to use one variant for multiple process models

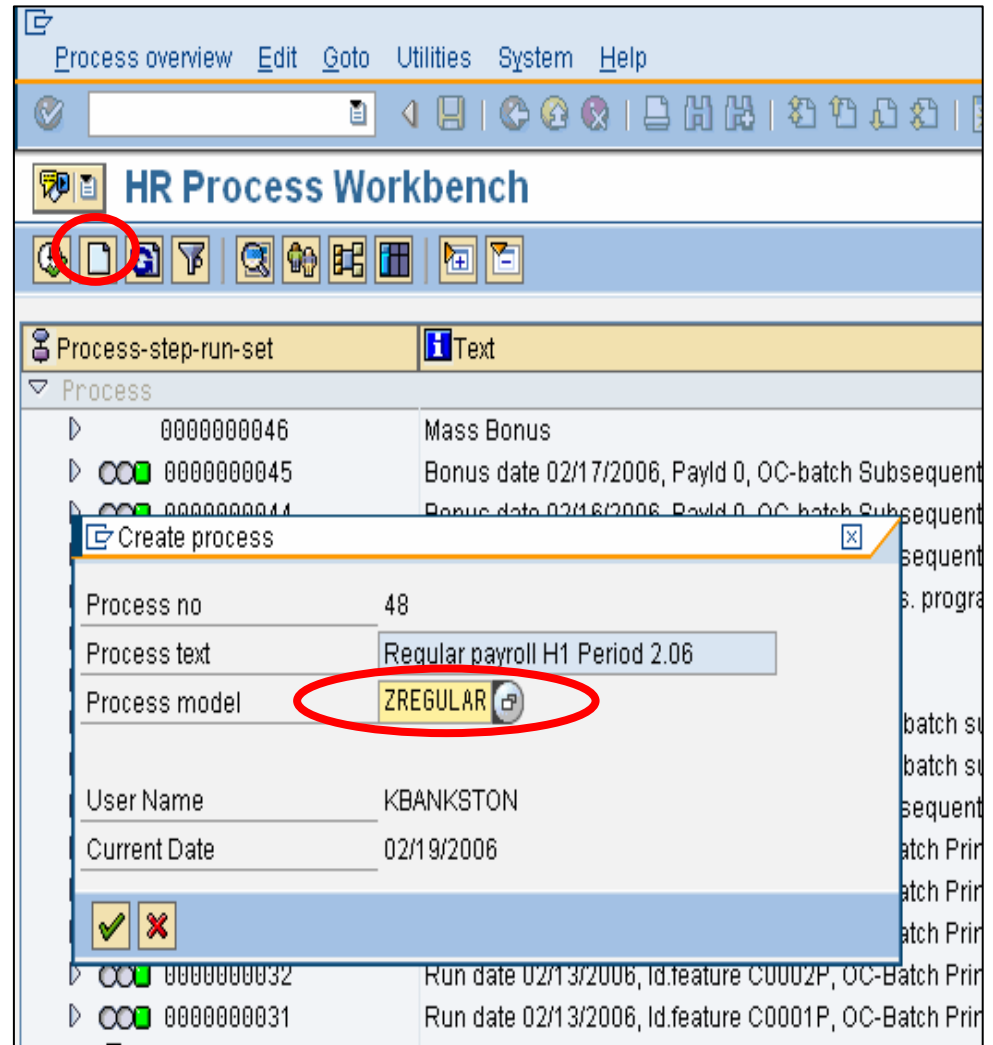
# Display Personnel Numbers

The screenshot shows the SAP HR Process Workbench interface. The main window displays a tree view of process steps under the heading "Process-step-run-set". A black arrow points to the "Display Processed Objects (Ctrl+F3)" button in the toolbar. A pop-up window titled "All personnel numbers : 1" is open, showing a table with the following data:

| Personnel no. | Name                |
|---------------|---------------------|
| 101000        | Payroll Adjustments |

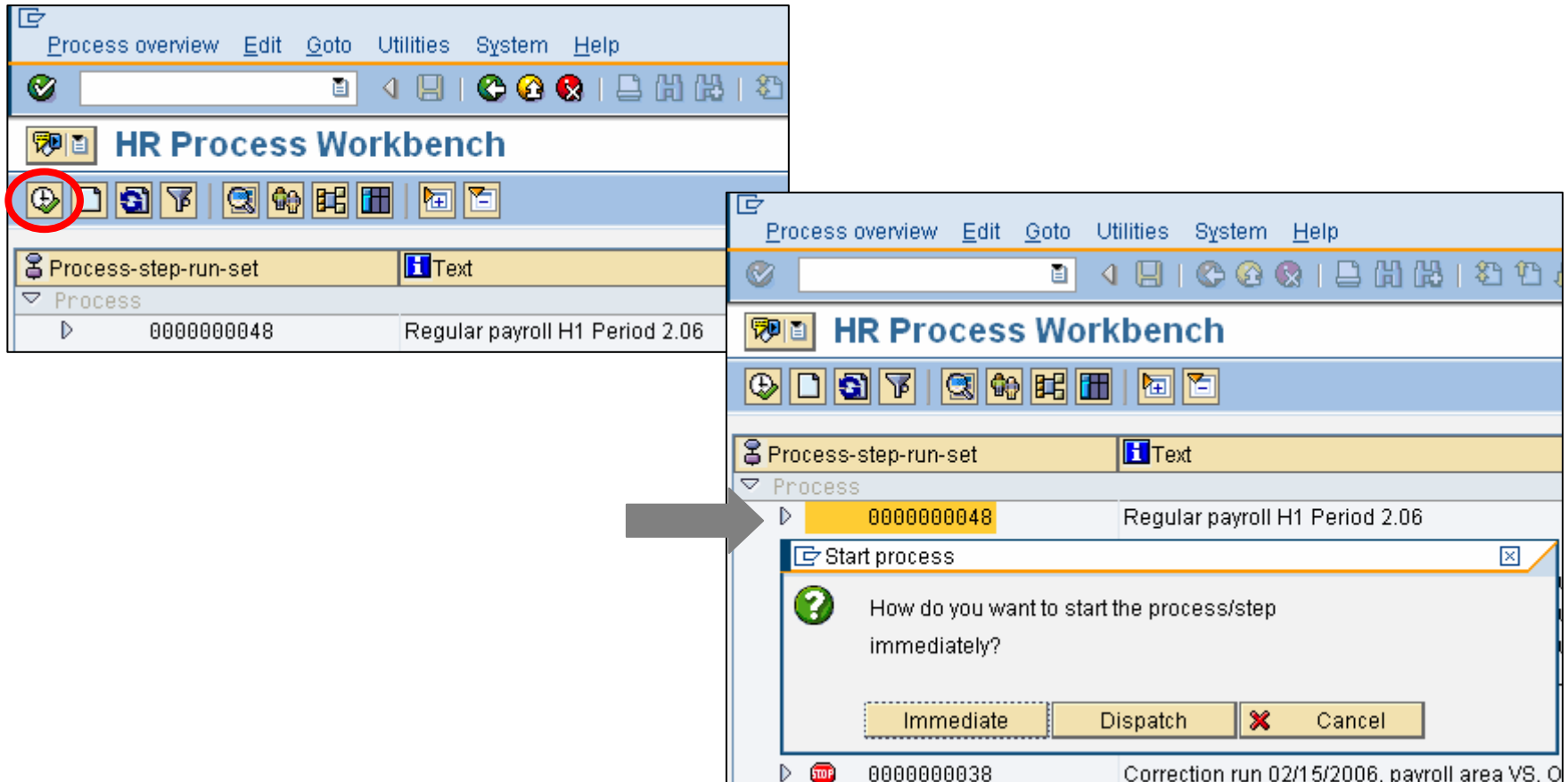
# Regular Payroll Processing

- Click Create
- Enter Text
- Enter Process Model
- Click Continue



# Regular Payroll Processing (cont.)

- Select the model on the HR Process Workbench and execute



# Regular Payroll Processing (cont.)

- Enter the payroll area(s)
- Enter period
- Click execute

Program Edit Goto System Help

Select personnel numbers for a mass bonus process (PY)

Selections from Search helps

Payroll period

Payroll area VS from 01/30/2006 To 02/05/2006

Current period 6 2006

Other period

Selection

Personnel Number

Payroll area VS

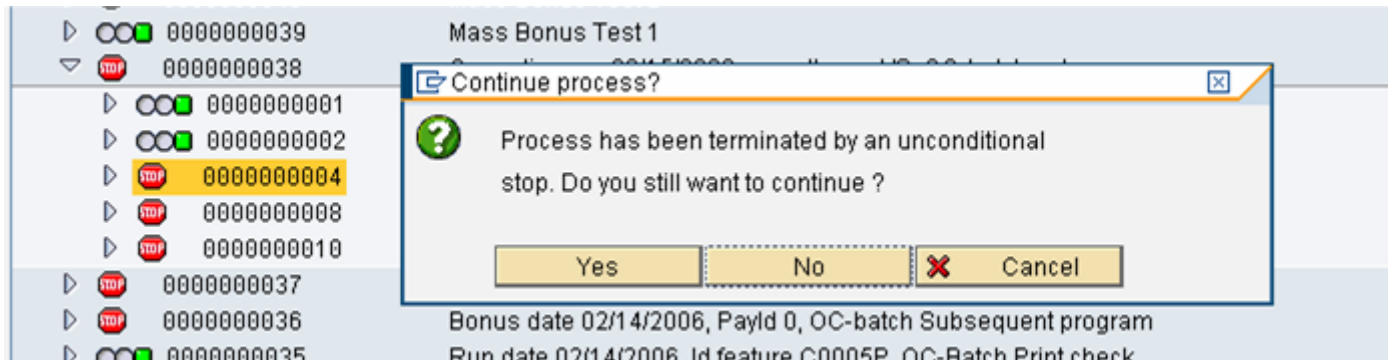
General program control

Payroll reason

Off-cycle payroll

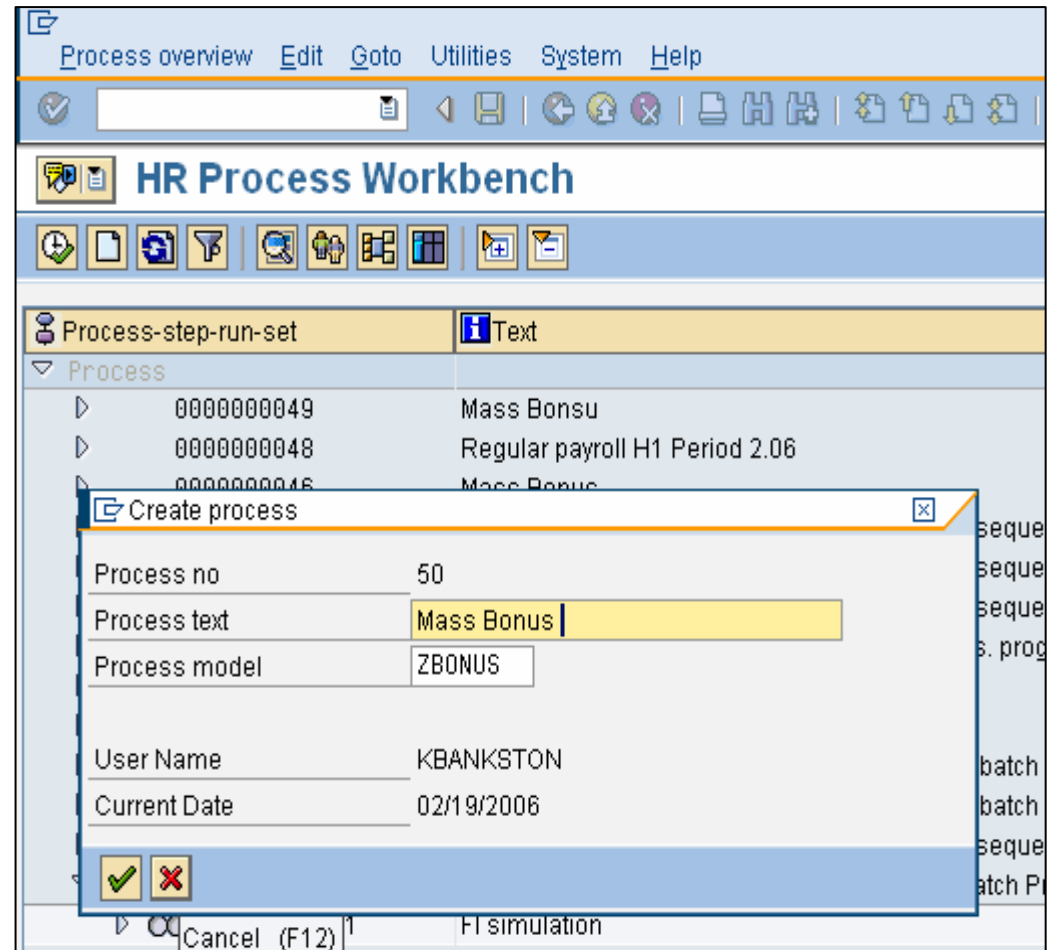
# Breakpoints

- When using breakpoints, restart process to continue to next steps
- Breakpoints can be points of review, audit, or error resolution



# Mass Bonus Process Models

- Create process model
- Execute process model



# Mass Bonus Process Models (cont.)

- Enter Off-Cycle Bonus Values
- IT0267 previously populated
- Program selects only employees that have IT0267 matching values

Program Edit Goto System Help

Select personnel numbers for a mass bonus process (PY)

Selections from Search helps

Payroll period

Payroll area VS from 01/30/2006 To 02/05/2006

Current period 6 2006

Other period

Selection

Personnel Number

Payroll area VS

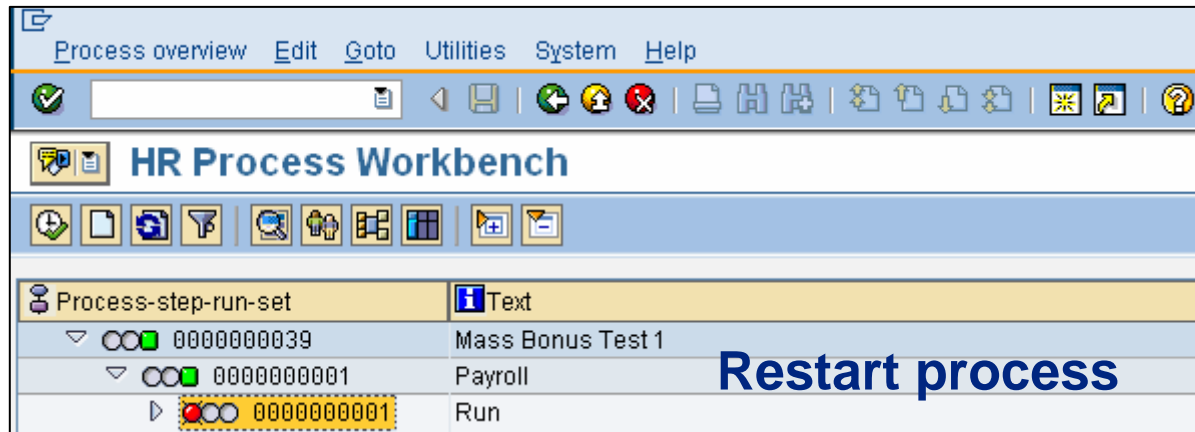
General program control

Payroll reason 0001

Off-cycle payroll A 0 02/16/2006

# Error Resolution

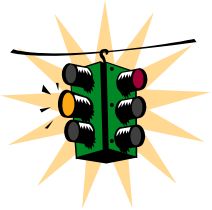
- Ensure you simulate calculation, third party, and FI to eliminate errors in production steps
  - ◆ Red light – green light



The screenshot shows the SAP HR Process Workbench interface. The main window title is "HR Process Workbench". Below the title bar, there is a menu bar with "Process overview", "Edit", "Goto", "Utilities", "System", and "Help". A toolbar contains various icons for navigation and actions. The main content area displays a table of process steps:

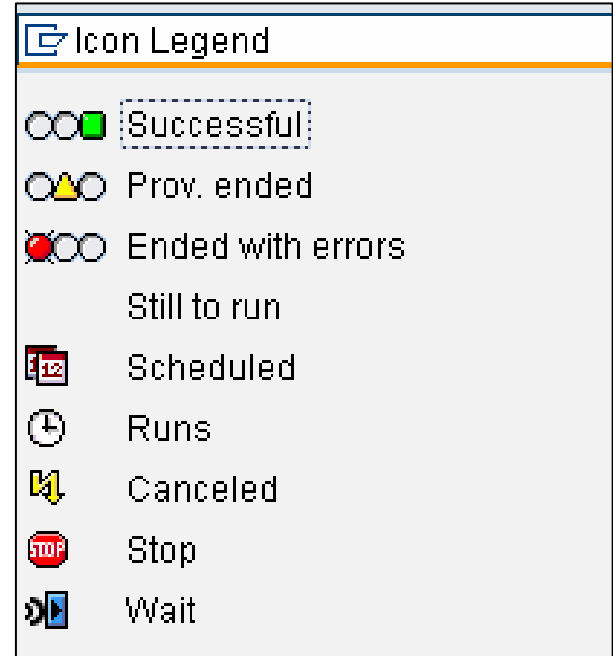
| Process-step-run-set | Text              |
|----------------------|-------------------|
| 0000000039           | Mass Bonus Test 1 |
| 0000000001           | Payroll           |
| 0000000001           | Run               |

The "Run" row is highlighted with a red light icon (a red circle with a white border) and a "Restart process" button is visible to the right of the row.



## Error Resolution (cont.)

- The system marks steps that successfully complete with a green light
- The system marks steps that end in job cancellation with a cancel icon
- The system marks steps that end in employee errors with a red light





- The system marks employees in error as incorrect
- Fix configuration or master data
- Restart step
- Only processes those employees in error
- Note: The workbench doesn't track some errors, such as when the employee is successful but there is an incorrect posting document
- Recommendation: Create a function module to assist in determining whether to execute the conditional breakpoint for off-cycle processing

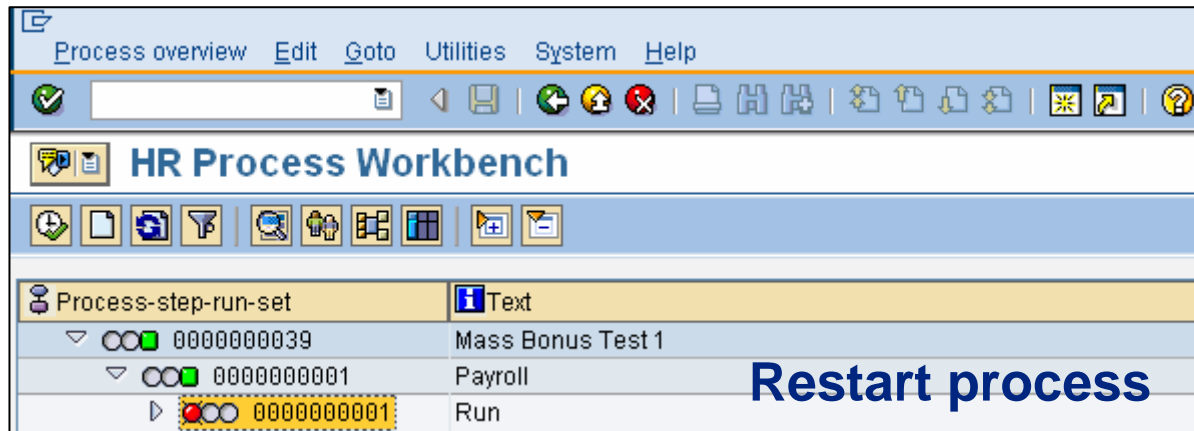
# What We'll Cover ...

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- What are process models?
- Why should you use process models?
- When do you use process models?
- Technical aspects of process model configuration
- Execute process models
- What you should know about process models
- Go-live advice
- Wrap-up

# Resolve Some Errors Manually

- Sometime errors are easier to resolve manually outside the process model
  - ♦ Most errors are fixed by changing employee master data
  - ♦ Restart step with red light to rerun employees in error



- ♦ If configuration changes caused error (posting account) then it may be easier to resolve the issue by executing manually

# Printing

- Execute and configure your process model at the level of the check printer
  - ♦ Company A has two payroll areas (S1 and H1)
  - ♦ Two printers (PR01 and PR02)
    - ▶ S1 prints to PR01
    - ▶ H1 prints to PR02
  - ♦ Even if H1 and S1 use the same period modifier and the system can execute them together, execute them separately because of the separate spools



# Decentralized Check Printing for Off-Cycle

- Copy H99\_RFF\_FRAME program to custom version
- Add code to dynamically select RFFOUS\_C variant dependent on the payroll area in the container
- PA = H1, program selects ZOC\_PRINT\_H1 variant
- PA = S1, program selects ZOC\_PRINT\_S1 variant
- Create RFFOUS\_C variants for each location/payroll area with correct printer output devices



# Best Practices

- **Utilize the set size when payroll is over 300 employees**
  - ♦ There is no system limitation on number of employees, but you need to determine how your runtimes and potential error resolution will affect processing
- **Process models eliminate user error**
  - ♦ Submitting programs manually creates user-error opportunity
  - ♦ Process model nearly eliminates user errors



# What We'll Cover ...

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# Go-Live Advice

- **Process models are very useful, but you may want to consider limited use for go-live**
  - ♦ Prior to go-live it is best for users to execute manual programs rather than automation
  - ♦ Training needs to focus on executing individual programs and how to resolve errors
  - ♦ You can phase-in automated process models after go-live or with limited use during go-live
  - ♦ It's recommend that the user who executes payroll is involved in the implementation and testing



# What We'll Cover ...

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- What are process models?
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# Resources

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- *HR Expert*

- ♦ “Speed Up Your Regular Payroll Run with Process Models,” by Robert Osterhaus, April 2004
- ♦ “Save Time for Your Payroll Department by Enhancing Your Process Model,” by Steve Bogner, January 2005
- ♦ “Ask the HR Expert: Use a Custom Program to Run Your Process Model on a Repeating Schedule,” by Steve Bogner, April 2005

## 7 Key Points to Take Home

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- Process models are a standard SAP product
- Must use process models to process off-cycle payments and replacements
- You can use process models for mass bonus payments
- You can use process models for regular payroll
- Process models streamline your payroll execution into logical steps, saving time and eliminating errors
- Process models are configuration not development, therefore, eliminating maintenance issues
- Payroll managers and processors should help define process, but should learn manual processes first