## **Employee Last Payment**

Used to identify employee last payment date and amount



Updated 9/11/2017

# **How Will This Report Help?**

By running this report, you'll be able to see the last payment date and amount for the employees in your organization unit/personnel area (depending on your access). Running this report will allow departments to monitor casual employees that have not been paid for 12 months. According to JHU policy, casual employees who have not received pay in the previous 12 month calendar period must be removed from the Departmental payroll.



### **To Access the Report:**

SAP		Welcom		
Home Documents				
View  View				
My Documents		Title 🔺		
Folders	-	Arrears Balance Report		
En Public Folders	<b></b>	Check / Direct Deposit Register		
🖹 🗀 Enterprise SAP BW		Complete Labor Distribution		
E. Finance		Employee Last Payment		
🖃 🗀 Human Resources	1	Employees by Sponsor		
	-	FLSA Exempt Employees Earning under \$455/wk		
Benenits	-	ISR Detail Report		
Finance Admin	÷	ISR Status Detail Report		
Tinance Admin II	÷	Leave of Absence Deduction Report		
<sup></sup> 📁 Organizational Management	÷	Number of Employees with Paycheck 12th of Month		
Pavroll Admin	-	Number of Employees with Reportable Comp above \$100k		
	<b>P</b>	Payroll Off Cycle Runs		
Personnel Admin	÷	Payroll Overpayment Report		
SuccessFactors - Open	÷	Payroll Postings Recon		
😳 🛄 Time Management	÷	Position Control		
Tuition	-	PTO Liability - Detail		
🗄 💼 Sponsored Projects	: 😱	PTO Liability - Summary		
🖽 📄 Supply Chain	÷	Salary Detail Report		
		Salary Distribution by Individual - Org		
Technical Files	-	Salary Error Account Postings		
🖽 🔲 JHU Finance		SOM Part B Salary		
1				

#### Select the following path:

- Enterprise SAP BW
- Human Resources
- Payroll Admin
- Employee Last Payment

## Variable Screen

#### There are two *required fields:*

- Key Date- output employee information based on specific key date. In most scenarios, key date will be the date when report is run.

#### - Personnel Area

In this example, the user is looking for all employees last pay as of 9/7/17 within University Administration.

▼ *Key Date		
20170907	<b>E</b> 2	You must change
Personnel Area(Selec	tion Option, Required)	Between to Equal
Include	<ul> <li>values</li> </ul>	Equal
UN10	□ × +	

Note the date format is YYYMMDD

## **Report Results**

This is the default report output. All employees in your area as designated on the variable screen will display on the report.

Employee Last Payment 28 rows by 1 columns, 28 cells					
		Key Figures			
Employee	Employee Status	Last Pay Date	Last Pay Amount		
				_	
7646 :	Active	08/31/2017	\$	1	
7734 :	Active	08/31/2017	\$		
7856 :	Active	08/31/2017	\$		
12862 :	Active	08/31/2017	\$		
16199 :	Active	08/31/2017	\$		

 All five employees listed are active, have a last pay date of 8/31/17 and amount of the 8/31/17 payment.

## **Report Results (cont.)**

# You can select from the Data screen to add additional fields to the report output.

You can select from the report options...

Data * «
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ZCMP_M05_Q0001 [SAP Business Warehot
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🖃 🐔 Key Figures
📶 Last Pay Amount
🗉 👘 Employee
🗉 👘 Employee Group
🗉 🍅 Employee Org Unit
🗉 🍅 Employee Personnel Area
🗄 🍅 Employee Personnel Subarea
🗄 👘 Employee Position
🗄 👘 Employee Position Vacant
🗄 幟 Employee Position Vacate Date
🗄 👘 Employee Status
🗄 👘 Employee Subgroup
🗉 👘 Last Pay Date
🗄 👘 Supervisor
🗄 👘 Supervisor Position
🗄 👘 Supervisor Position Vacant
🗄 幟 Supervisor Position Vacate Date

### The roles you need to access the report

ZBHR\_PA\_R\_PAV\_\*ZBHR\_PY\_R\_PYC\_\*

## **Additional Resources**

- HRSS/PYSS Reporting Website: <u>http://ssc.jhmi.edu/hr\_payroll/reporting.html</u>
- HRSS/PYSS Job Aids Overview: <u>http://ssc.jhmi.edu/hr\_payroll/job\_aids.html</u>
- Employee Last Payment Report: <u>http://ssc.jhmi.edu/hr\_payroll/DataFiles\_HR\_Payroll/last\_pymt\_rpt.pdf</u>