

# Employee Last Payment

Used to identify employee last payment date and amount



# How Will This Report Help?

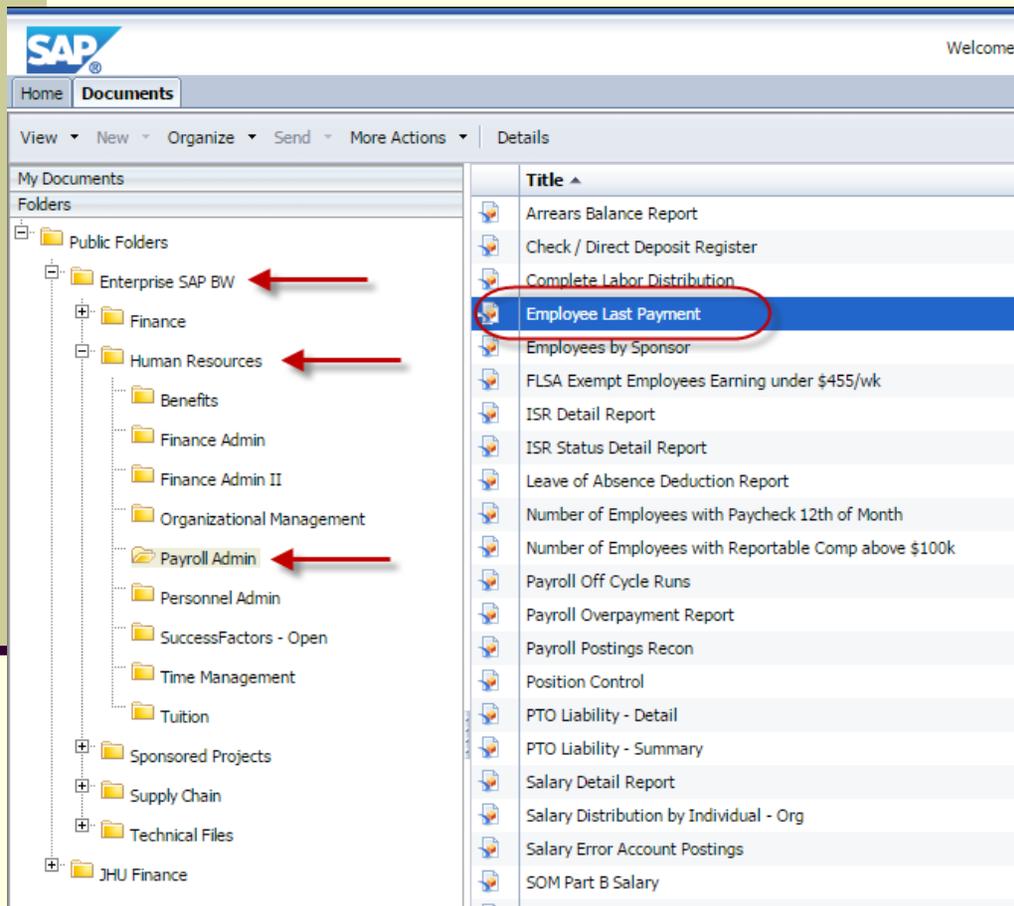
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By running this report, you'll be able to see the last payment date and amount for the employees in your organization unit/personnel area (depending on your access). Running this report will allow departments to monitor casual employees that have not 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:



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.*

The screenshot shows a software interface with two required fields. The first field, labeled '\* Key Date', contains the value '20170907'. The second field, labeled '\* Personnel Area(Selection Option, Required)', has a dropdown menu set to 'Include' and a text input field containing 'UN10'. To the right of the 'UN10' input, there is a 'values' label and a dropdown menu set to 'Equal'. A red arrow points from the text 'You must change Between to Equal' to the 'Equal' dropdown menu.

- Note the date format is YYYYMMDD

# Report Results

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

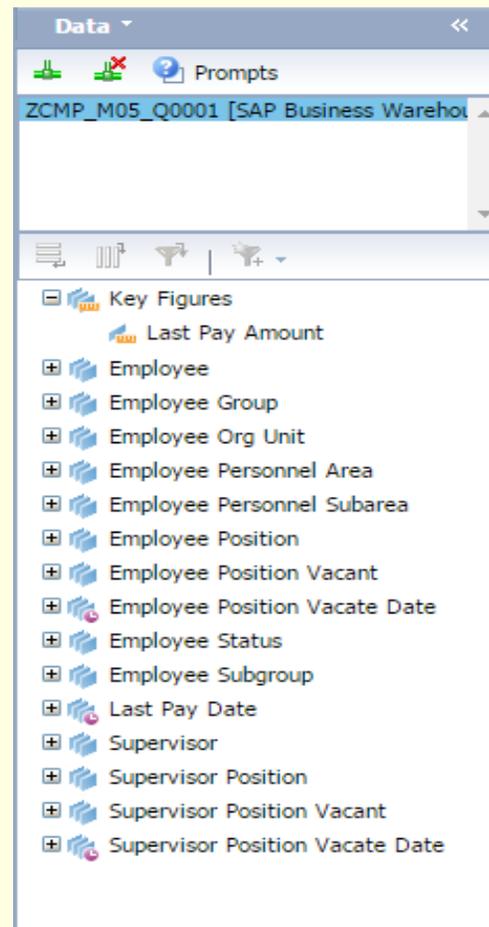
Employee Last Payment			28 rows by 1 columns, 28 cells	
Employee	Employee Status	Last Pay Date	Key Figures	
			Last Pay Amount	
7646 : ██████████	Active	08/31/2017	\$	████████
7734 : ██████████	Active	08/31/2017	\$	████████
7856 : ██████████	Active	08/31/2017	\$	████████
12862 : ██████████	Active	08/31/2017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



# The roles you need to access the report

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

# Additional Resources

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- **HRSS/PYSS Reporting Website:**  
[http://ssc.jhmi.edu/hr\\_payroll/reporting.html](http://ssc.jhmi.edu/hr_payroll/reporting.html)
- **HRSS/PYSS Job Aids Overview:**  
[http://ssc.jhmi.edu/hr\\_payroll/job\\_aids.html](http://ssc.jhmi.edu/hr_payroll/job_aids.html)
- **Employee Last Payment Report:**  
[http://ssc.jhmi.edu/hr\\_payroll/DataFiles HR Payroll/last pymt rpt.pdf](http://ssc.jhmi.edu/hr_payroll/DataFiles HR Payroll/last pymt rpt.pdf)