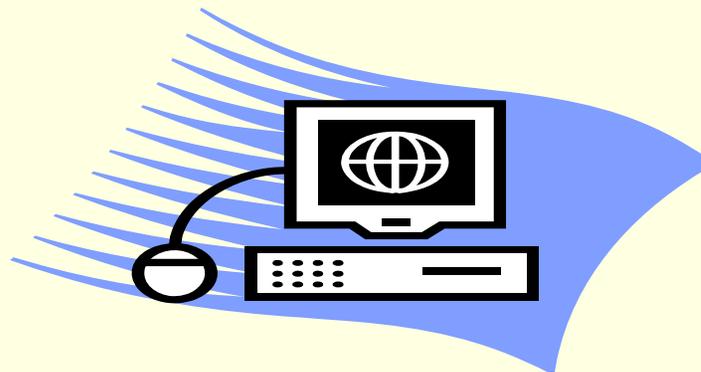


Wage Type Report

Displays payroll results by wage type



Why use the wage type report?

The wage type report can provide you with payroll results broken down by wage type. By running this report, you can locate and confirm payroll results information for a specific employee, or search by personnel area and date.

Some of the primary uses of this report are:

- Locating/confirming bonus/overtime payments
- Locating/confirming a salary reduction
- Deductions (parking, benefits, etc.)
- Gross Pay

Accessing the Wage Type report:

The screenshot shows a document library interface with a folder tree on the left and a list of reports on the right. The folder tree is expanded to show the following structure:

- Public Folders
 - Enterprise SAP BW
 - Finance
 - Human Resources
 - Benefits
 - Finance Admin
 - Organizational Management
 - Payroll Admin
 - Personnel Admin
 - Time Management
 - Sponsored Projects
 - Supply Chain
 - JHU Finance

The list of reports on the right is as follows:

Title	Type
FLSA Exempt Employees Earning under \$455/wk	Analysis Workspace
ISR Detail Report	Analysis Workspace
ISR Status Detail Report	Analysis Workspace
Leave of Absence Deduction Report	Analysis Workspace
Number of Employees with Paycheck 12th of Month	Analysis Workspace
Number of Employees with Reportable Comp above \$100k	Analysis Workspace
Payroll Off Cycle Runs	Analysis Workspace
Payroll Overpayment Report	Analysis Workspace
Payroll Postings Recon	Analysis Workspace
Position Control	Analysis Workspace
PTO Liability - Detail	Analysis Workspace
PTO Liability - Summary	Analysis Workspace
Salary Detail Report	Analysis Workspace
Salary Distribution by Individual - Org	Analysis Workspace
Salary Error Account Postings	Analysis Workspace
SOM Part B Salary	Analysis Workspace
SOM Student Health Plan Payroll Deductions	Analysis Workspace
Special OT/Work Bonus Detail Cost Assignment	Analysis Workspace
Special OT/Work Bonus Payroll Detail	Analysis Workspace
Top 50 Emp with Taxable Wages Above \$50K (Non-Officers)	Analysis Workspace
Top 50 Employees with Taxable Wages Above \$50K (Officers)	Analysis Workspace
Total Employees Receiving Paycheck in a Pay Period	Analysis Workspace
Union Bargaining System Deduction Report - JHHS	Analysis Workspace
Union Bargaining System Deduction Report - JHU	Analysis Workspace
Wage Type Report	Analysis Workspace
Work Authorization/Visa Expiration Dates	Analysis Workspace
Worksite Report	Analysis Workspace

Select the following path:

- Enterprise SAP BW
- Human Resources
- Payroll Admin
- Wage Type Report

Double click on the report

Prompt Screen- Required/Optional Fields

The screenshot shows the SAP Prompts dialog box for prompt ZPY_MC02_Q4017. The left pane lists prompt details, and the right pane shows a tree view of fields with their status (Required or Optional). Two red arrows point to the 'Include' field and the 'Wage Type' field, with callout boxes explaining the actions to be taken.

Prompt Summary

- * ZPY_MC02_Q4017 [SAP Business Warehouse]
- * **Personnel Area(Selection Option, Required) :**
- Organizational Unit (Multiple Single, Optional) :**
- Employee :**
- Personnel Subarea (Selection Option, Optional)**
- Region (Sel Option) :**
- Wage Type (Mult Sel. Opt) :**
- Cal month/year (SO) :**
- Fiscal Year/Period (Selection Options, Optional)**
- Payment Date (Multiple, Optional) :**
- Payroll Begin Date (Optional) :**
- Payroll EndDate (Optional) :**

Field Status Legend: All | Required | Optional

Field List:

- * Personnel Area(Selection Option, Required)
 - Include (Required) - *Select a value* - **Complete Required Field**
 - Organizational Unit (Multiple Single, Optional)
 - Employee
 - Personnel Subarea (Selection Option, Optional)
 - Region (Sel Option)
- Wage Type (Mult Sel. Opt) (Optional)
 - No values selected - **Complete Wage Type field if searching for specific wage type.**
 - Cal month/year (SO)
 - Fiscal Year/Period (Selection Options, Optional)
 - Payment Date (Multiple, Optional)
- Payroll Begin Date (Optional)
 - yyyyMMdd
- Payroll EndDate (Optional)

Save prompt values with workspace
* Required prompts

Buttons: Validate, OK, Cancel

Prompt Screen- Date Selection Types

To search by date, use one of the following date selection types:

The screenshot shows a search prompt screen with five sections, each with a search input field and a 'values' dropdown menu:

- Cal month/year (SO):** Includes a search field with 'No values selected' and a 'values' dropdown set to 'Equal'.
- Fiscal Year/Period (Selection Options, Optional):** Includes a search field with 'No values selected' and a 'values' dropdown set to 'Equal'.
- Payment Date (Multiple, Optional):** Includes a search field with 'No values selected'.
- Payroll Begin Date (Optional):** Includes a search field with the placeholder 'yyyyMMdd'.
- Payroll EndDate (Optional):** Includes a search field with the placeholder 'yyyyMMdd'.

Cal month/year- Month which wage type is EFFECTIVE (Based on pay period end date)

Fiscal Year/Period- Based on Posting Date, selection needs to be when wage type was processed/paid to employee, not based on effective date.

Payment Date- Actual date of payment

Payroll Begin Date- Pay period begin date (Based on EFFECTIVE date of wage type)

Payroll End Date- Pay period end date (Based on EFFECTIVE date of wage type)

Running your report

The screenshot shows the SAP Prompts dialog box for report ZPY_MC02_Q4017. The left pane shows a 'Prompt Summary' with several prompts, some of which have green checkmarks. The right pane shows a tree view of the prompts with input fields for 'Personnel Area' (UN10), 'Wage Type' (2084), and 'Payment Date' (10/15/2015). At the bottom, there are three buttons: 'Validate', 'OK', and 'Cancel'. The 'OK' button is circled in green. Three callout boxes provide instructions: one points to the 'Save prompt values with workspace' checkbox, another points to the 'Validate' button, and a third points to the 'OK' button.

Prompt Summary

- * ZPY_MC02_Q4017 [SAP Business Warehouse]
- * Personnel Area (Selection Option, Required) :
- Organizational Unit (Multiple Single, Optional)
- Employee :
- Personnel Subarea (Selection Option, Optional)
- Region (Sel Option) :
- Wage Type (Mult Sel. Opt) : 2054
- Cal month/year (SO) :
- Fiscal Year/Period (Selection Options, Optional)
- Payment Date (Multiple, Optional) : 10/15/2015
- Payroll Begin Date (Optional) :
- Payroll EndDate (Optional) :

Personnel Area (Selection Option, Required)

Include: UN10 values: Equal

Wage Type (Mult Sel. Opt)

2084

Payment Date (Multiple, Optional)

10/15/2015

Save prompt values with workspace
* Required prompts

Validate OK Cancel

Click 'Save Prompt Values with Workspace'

Click 'Validate' -Green check marks should appear next to prompt selections.

Click 'OK'

Report Results/Adding Data

The default report layout displays Calendar Year/Month, Amount, and Rate.

The screenshot shows the 'Layout' configuration pane on the left and the 'Wage Type Report' table on the right. The 'Layout' pane has three sections: 'Columns' containing 'Personnel Area' and 'Key Figures', 'Rows' containing 'Calendar Year/Month', and 'Background'. The 'Wage Type Report' table has a header with 'Personnel Area' (Johns Hopkins Health System) and 'Key Figures'. The table data is as follows:

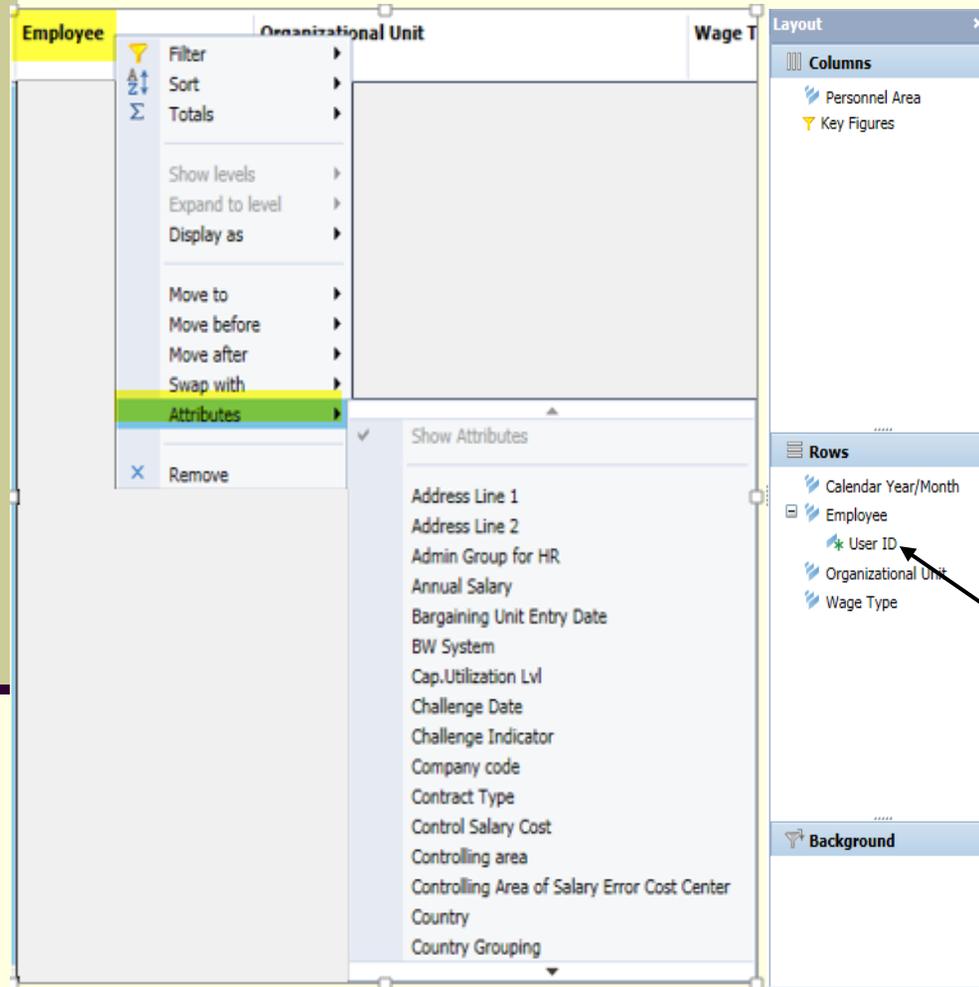
Calendar Year/Month	Amount	Rate
06/2015	\$ 3,167.00	\$ 15.00
07/2015	\$ 19,643.83	\$ 28.45
Overall Result	\$ 22,810.83	

The 'Data' pane shows a list of available data types for the report. A red arrow points from the 'Calendar Year/Month' data type in this pane to the 'Rows' section of the layout configuration pane.

- Key Figures
 - Amount
 - Rate
 - Actual Worked Hrs
- Calendar Year/Month
- Country
- DSM Code
- Employee
- Employee Group
- Employee Subgroup
- Employment Status
- Fiscal year/period
- Home Cost Center
- Organizational Unit
- Payment Date
- Payroll Area
- Payroll Begin Date
- Payroll End Date
- Personnel Area
- Personnel Subarea
- Region
- Wage Type
- Work Location

To change your report layout drag/drop additional data types from the **Data** pane into **Rows**.

Adding Additional Attributes



- Right click on data type under **Layout/Rows**, or on the column header in the report preview.
- Go to **Attributes**- a drop down will appear.
- Make attribute selection.
- Report will refresh and your chosen attribute will now be listed under **Rows** and added to your report.

Additional Resources

- **HR Analysis Overview:**
http://ssc.jhmi.edu/hr_payroll/DataFiles_HR_Payroll/AnalysisOverview.pdf
- **Wage Type Job Aid for info types 14, 15, and 2010:**
http://ssc.jhmi.edu/hr_payroll/DataFiles_HR/JobAidesWageTypes.pdf
- **HRSS/PYSS Reporting Website:**
http://ssc.jhmi.edu/hr_payroll/reporting.html
- **HRSS/PYSS Job Aids Overview:**
http://ssc.jhmi.edu/hr_payroll/job_aids.html