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:

Select the following path:
- Enterprise SAP BW
- Human Resources
- Payroll Admin
- Wage Type Report

Double click on the report
Prompt Screen - Required/Optional Fields

Complete Required Field

Complete Wage Type field if searching for specific wage type.
Prompt Screen - Date Selection Types

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

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

Check ‘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.

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