LaGov ERP - HCM/HR/Payroll Bulletin Board

Payroll Reports Calendar

DATE	ARTICLE TITLE
7/19/18	BR9B Rates for FY 2019 – 2020
6/28/18	SCS and LaGov HCM Process and Procedure for Layoffs, Furlough, and/or Reduction in Hours or Pay
6/27/17	BR9B Rates for FY 2018-2019
7/5/16	BR9B Rates for FY 2017-2018
9/9/15	ZP250 – ACA Dates Calculator
8/19/15	Benefits changes in LaGov HCM
7/10/15	BR9B Rates for FY 2016-2017
7/14/14	ZF26 - Payroll Summary by Wage Type
7/8/14	BR9B Rates for FY 2015-2016
7/8/14	BR9B (ZP116) Enhancement
4/9/14	ZP97 - Employee Variance Report
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3/14/13	Changes to ZP98 - Employee Benefits/Retirement Arrears Report
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12/18/12	Are you accidentally saving your personal variant as the system's default variant?

DATE	ARTICLE TITLE
12/4/12	Reporting the Value of K-Time Earned
10/3/12	ZP120 - Employee Address Report
9/18/12	Update to ZP19 - Position Data by Personnel Area
6/13/12	ZF79 Renamed to Posting Substitutions Report
4/16/12	Changing the look of SAP

Notes	Date Issued	Article Title	Article Content	
	7/19/18	BR9B Rates for FY 2019 – 2020	The BR9B (ZP116) has been updated to reflect the rates that will be utilized in the projection of *vacant positions* for FY 2019-2020 budget requests. The established rates are: • Retirement state share is 37.9% (same as last year) • Health insurance state share is $10637.76 (Magnolia Local Plus/EE + Spouse) (same as last year) • Life insurance state share is $300.00 (same as last year) For *filled positions*, the actual information from the employee is utilized. Please refer to the online help for additional information in regards to the BR9B.	

Notes	Date Issued	Article Title	Article Content	
	6/27/18	SCS and LaGov HCM Process and Procedure for Layoffs, Furlough, and/or Reduction in Hours or Pay	The LaGov HCM team has consolidated the following to assist agencies in assessing and processing Layoffs, Furlough, and/or Reductions.	

The LaGov HCM team has consolidated the following to assist agencies in assessing and processing Layoffs, Furlough, and/or Reductions.

Prior to processing any actions in LaGov HCM, all agencies are advised to contact their State Civil Service (SCS) Employee Relations consultant.

In the event that your agency needs to assess the need for Layoffs, Furloughs, and/or Reduction in Hours or Pay, refer to the following information, source links, and resource documents:

- SCS Chapter 17: Layoff Avoidance Measures, Layoffs and Post Layoff (Includes specific guidelines for Probational & Permanent Employees)
- SCS Layoff Avoidance Measures: Comparing Furloughs to Reductions in Work
- SCS Layoff Information for State Classified Employees
- SCS Layoff Process Overview
- SCS Comparing Furloughs to Reductions in Work Hours

In LaGov HCM:
- ZP12 Layoff Determination Report (*click here for ZP12 HelpScript*)

PLEASE BE ADVISED: Data output can be jeopardized by incorrect or missing position and/or employee master data, especially when there is need to refer to ASD and ALSD.

In the event that action/entry in the LaGov HCM Payroll system is required:

- Refer to the SCS Entry Guidelines available on the HR Info Portal under the HR Professional tab on the Civil Service website (*HR Info → Entry Guidelines → Separation → Involuntary Separation → Layoff*)

For action processing within LaGov HCM, refer to the following HelpScripts:

- Separation Action
- Reductions in Pay (effective as of 7/1/2018) should be processed via creation of a new IT0008
- Furlough
- Reductions in Work Hours should be processed via creation of a new IT0007

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	6/27/17	BR9B Rates for FY 2018-2019	The BR9B (ZP116) has been updated to reflect the rates that will be utilized in the projection of *vacant positions* for FY 2018-2019 budget requests. The established rates are: • Retirement state share is 37.9% (last year was 35.8%) • Health insurance state share is $10637.76 (Magnolia Local Plus/EE + Spouse) (last year was $9895.68) • Life insurance state share is $300.00 (same as last year) For *filled positions*, the actual information from the employee is used. Please refer to the online help for additional information in regards to the BR9B.
	7/5/16	BR9B Rates for FY 2017-2018	The BR9B (ZP116) has been updated to reflect the rates that will be utilized in the projection of *vacant positions* for FY 2017-2018 budget requests. The established rates are: • Retirement state share is 35.80% (last year was 37.20%) • Health insurance state share is $9,895.68 (Magnolia Local Plus/EE + Spouse) (same as last year) • Life insurance state share is $300.00 (same as last year) For *filled positions*, the actual information from the employee is used. Please refer to the online help for additional information in regards to the BR9B.

Notes	Date Issued	Article Title	Article Content	
	9/9/15	ZP250 – ACA Dates Calculator	This new report can be used as a tool to calculate various dates for non-fulltime (part-time, variable, seasonal, etc.) employees for the purposes of Affordable Care Act reporting/tracking. When a hire, transfer from non-paid, or rehire date is entered, the ZP250 report will output: • Initial Measurement Period • Health Coverage Eligibility • Health Selection Deadline • Initial Admin Period • Health Coverage Effective • First Deduction Pay Period • Initial Stability Period	

8/19/15	Benefits changes for LaGov HCM	Effective 8/31/2015, the following changes will be made to benefits processing as they relate to LaGov and eEnrollment:

--**LSU First** will move from Recurring Deductions (infotype 0014) to Health Plans (infotype 0167).

Beginning 8/24/2015, OTS staff will convert active LSU First deductions by delimiting the active IT0014 records and creating new IT167 records.

Agencies will no longer use IT0014 to create/maintain LSU First records but will instead use the HRBEN0001 transaction in LaGov. Here is the link to the new help script → http://lagovhelp.doa.louisiana.gov/gm/folder-1.11.44915?originalContext=1.11.40648

--**Dependent Life** will move from Recurring Deductions (infotype 0014) to Insurance Plans (infotype 0168).

Beginning 8/24/2015, OTS staff will convert active Dependent Life records by delimiting the active IT0014 records and creating new IT168 records.

Agencies will continue using eEnrollment to enroll/maintain employees in Dependent Life.

--**Miscellaneous Vendor Products** (Statewide Vendor Products) will move from Recurring Deductions (infotype 0014) to Miscellaneous Plans (infotype 0377).

Beginning 8/24/2015, OTS staff will convert active Miscellaneous Vendor deduction records by delimiting the active IT0014 records and creating new IT377 records.

Agencies will no longer use eEnrollment to enroll/maintain employees in misc. vendor products but will instead use the HRBEN001 transaction in LaGov. Here is the link to the new help script → http://lagovhelp.doa.louisiana.gov/gm/folder-1.11.44911?originalContext=1.11.40648

Enrollment into misc. vendor products will end in eEnrollment on 8/21/2015 and will resume on 8/31/2015 in LaGov.

The conversion of records will be done the week of August 24th. Beginning this day, if there are unresolved OGB helpdesk tickets related to dependent life and/or miscellaneous vendor products, changes/corrections will need to be made in LaGov on 8/31/2015.

If you have any questions, please contact the LaGov HCM helpdesk.

Notes	Date Issued	Article Title	Article Content
	7/10/15	BR9B Rates for FY 2016-2017	The BR9B (ZP116) has been updated to reflect the rates that will be utilized in the projection of vacant positions for FY 2016-2017 budget requests. The established rates are: • Retirement state share is 37.20% (last year was 37%) • Health insurance state share is $9,895.68 (Magnolia Local Plus/EE + Spouse) (last year the amount was $9,352.80) • Life insurance state share is $300.00 (same as last year) For **filled positions**, the actual information from the employee is used. Please refer to the online help for additional information in regards to the BR9B.

	7/14/14	ZF26 - Payroll Summary by Wage Type	ZF26 - Payroll Summary by Wage Type is a new report that replaces ZF20 - FY Payroll Summary Report. ZF26 provides payroll expenditure data that posted in the LA GOV HCM system. Beginning with FY 2015, data will be compiled on a table that will be generated the weekend following each payday Friday for the preceding 2 weeks. Data has been built for prior Fiscal Years 2012 - 2014.
			
			 There are 2 report options:
			
			 • *Charges in Year,* mimics ZF65 with the following exceptions:
			     o Report data is pulled from a static table that is updated bi-weekly
			     o Report includes 9410 (K-time value ST hours) and 9420 (K-time value 1.5) wage types
			
			 • **Activity in Year,** outputs postings for activity that occurred and posted within the dates requested. Retro postings will not be included in this output. When the posting has a For-period of 000000, users must determine if the posting should be included in the total amount.
			
			 For more information about ZF26, please refer to Online Help .

Notes	Date Issued	Article Title	Article Content	
	7/8/14	BR9B Rates for FY 2015-2016	The BR9B (ZP116) has been updated to reflect the rates that will be utilized in the projection of ***vacant positions*** for FY 2015-2016 budget requests. The established rates are: • Retirement state share is 37.0% (last year was 31.3%) • Health insurance state share is $9,353 (equivalent of Employee w/Spouse PPO) (last year the amount was $8,907) • Life insurance state share is $300.00 (same as last year) For ***filled positions***, the actual information from the employee is used.	
	7/8/14	BR9B (ZP116) Enhancement	The BR9B has been enhanced to project Performance Adjustment and CPG Increases for the number of complete periods remaining in that FY + **the remaining days left in the pay period in which the increase date occurs.** Previously, projections were only done for the number of complete periods remaining in that FY. Please refer to Online Help for additional information in regards to the BR9B.	

	4/9/14	ZP97 - Employee Variance Report	Listed below are two new selection choices added to the "Report Options" list for the ZP97 - Employee Variance Report and what each selection will identify:
			
			• WAE Employee - identifies:
			   o WAE employees that have ZA01 time file entries, rather than ZWAE entries;
			   o employees who have active ZWAE attendance buckets (IT2007 - Attendance Quots STy 30 - WAE) but are no longer working in a WAE capacity. ie: employee accepts a probational position during the date range of the validity period of the attendance quota.
			
			• EEs with Mixed Overtime Codes - identifies employees who have **both** system evaluated and override OT codes entered on their time file with an evaluation period (7 day or 14 day) ie: Z002 and ZA03	

Notes	Date Issued	Article Title	Article Content
	2/14/14	ZP43 - Separated Employee Recoupment Report	This new report will be used to identify separating/transferring employees who have unpaid recoupment balances. These recoupments could be for:

- regular pay
- special pay
- term pay
- overtime pay
- claims
- OGB Flex and non-Flex health and/or life
- non-wage repayments

This report will be tied to ZP169 beginning Monday, 2/17/2014. Beginning pay period 5/2014, employees with errors will be locked from payroll until the recoupment amount can be adjusted before the final payment is issued.

If the employee is separating, ideally, the existing recoupment would be delimited and a new one-time recoupment, equal to the balance owed, would be created. At this point the helpdesk should be contacted to override the lock.

If the employee's final payment is not large enough to cover the recoupment balance, a payroll simulation should be run to determine the amount being paid. The final recoupment can then be created in an amount equal to the amount being paid. At this point the helpdesk should be contacted to override the lock.

If the employee is transferring and the new agency has agreed to continue the recurring deduction, costing will need to be added to the IT14 record. At this point the helpdesk should be contacted to override the lock.

Insurance and non-wage recoupment adjustments can be done by the agency. OSUP's Garnishment Unit should be contacted for regular, special, overtime or term pay recoupment adjustments. For claim recoupments, contact the helpdesk.

NOTE: If you are unsure of the amount of the recoupment balance, reports such as ZP64 can be run for prior periods to identify total payments and recoupment balances. Contact the helpdesk if you need assistance with identifying recoupment balance amounts.

For additional information about ZP43 see the report descriptor in the online help. If you have any questions, please contact the helpdesk.

Notes	Date Issued	Article Title	Article Content
	4/29/13	Holiday Payroll Monday Checklist	• Remind applicable staff that no help desk support will be available. • Monitor reports listed on the HR Reports Calendar and correct as many errors as possible the week preceding a holiday. • Use ZP169 to manually lock employees that cannot be corrected before payroll runs. • Always use ZY08 to simulate a payroll when master data changes are made to verify expected results. • Provide OSUP's GA unit offset/recoupment information no later than 12:00 the preceding Friday.
	1/18/13	Payroll Reports Calendar	The Payroll Reports calendar provides a list of vital reports that must be run every pay period to ensure that errors are caught and corrected before payroll processing begins. The calendar provides the report name, transaction code and the frequency that each report should be viewed throughout the pay period. We suggest that the calendar be printed out and kept in a handy place as a reminder to check these reports as often as possible. Payroll Reports Calendar
	12/18/12	Are you accidentally saving your personal variant as the system's default variant?	The Help Desk receives numerous calls about reports no longer working or not working as they should. Often times our research indicates that it is because someone has saved their personal variant as the system's default variant and the Help Desk is then forced to go in and delete these variants to get the report working correctly again. Here are some tips to creating variants to prevent this from happening: User Specific Display Variant - Your view only • The name must begin with a letter (A, B, C etc). • Check the User-Specific box. Non-User Specific Display Variant - Global view • The name must begin with a / and your personnel area number. • Make sure the User-Specific box is not checked. • ***Do not check DEFAULT SETTING.** *Checking the default setting when saving a Non-User Specific display variant changes the look of the report for all users and will have to be deleted by the Help Desk. Please remember to be very careful when savings variants. For more information on reports, see the LaGov ERP ECC Reports Quick Reference Card

Notes	Date Issued	Article Title	Article Content
Dated	*7/12/2013*	**BR9B Rates for FY 2014-2015**	The BR9B (ZP116) has been updated to reflect the rates that will be utilized in the projection of ***vacant positions*** for FY 2014-2015 budget requests. The established rates are: • Retirement state share is 31.3% (last year was 29.1%) • Health insurance state share is $8,907 (equivalent of Employee w/Spouse PPO) (last year the amount was $9,067) • Life insurance state share is $300.00 (same as last year) For ***filled positions***, the actual information from the employee is used.
Dated	*12/29/2011*	**DON'T FORGET, if working with quota buckets for the new year...**	The system can't correct a quota record until the record exists for that payroll year, hence the error message "NO TYPE 20 QUOTA RECORD EXISTS". Quota records for 2012 won't be created by the system until Sunday, January 8th. If you need to manually create a quota record for a separated employee, create an IT2006 (type 20 for LA and 22 for LB) effective the first day of pay period 1 (12/26/11) through the last day worked. No amount is necessary in the Quota Number field. Validate and save, then proceed with the Maintain Quota Entitlement for Regular Leave Earners procedure.
Dated	*4/29/2011*	**You may need to change your default printer if:**	• You've moved to a new job location. • Recently had LaGov HCM security added to your position. • Getting garbled results when printing from LaGov HCM. For more information, see Changing Default Printer in LaGov HCM.

Notes	Date Issued	Article Title	Article Content	

Dated	*1/14/09*	**How to Recoup an Overpayment from a Separated Employee**	When a separated employee has been overpaid there are a few things you should remember when trying to recoup the over payment:
			
			 1. Make sure that all corrections have been made to the master data;
			
			 2. A payroll result must be stored to create the claim (through a regular payroll run or an off cycle correction).
			
			 3. If an off cycle correction is stored, email the Help Desk:
			
			     o advising them not to delete the off cycle results (as it will more than likely show up on ZF70 with an error) and
			
			     o request a total net due to collect from the employee;
			
			 Once the net due payment has been received from the employee, email the Help Desk with the check number, check total and check date to have the claim cleared in the system.	

Dated	*8/12/08*	**LaGov Search Functionality**	When searching for help on a particular topic, you can now restrict your search to one or any combination of the options shown below: • LaGov Help Procedures (scripts) • Report Descriptors • OIS Website • LaGov Memos • HR Bulletin Board For additional information refer to LaGov Help Search.	

Notes	Date Issued	Article Title	Article Content	
Dated	*12/16/08*	**Processing Quota Corrections for Employees Separating in Pay Period 1**	Have you received this error message: **"NO TYPE 20 QUOTA RECORD EXISTS. CREATE IT2006 & THEN SAVE IT2013"?** Here's why: Quota records are created yearly effective the first day of pay period 1 thru the last day of pay period 26. These new quota records are actually created when time evaluation runs on the last day of the first pay period of the payroll year. Entitlements or leave earnings reflected in these yearly records, on occasion, must be manually corrected using IT2013 records. This is necessary, for example, when you must post the final accrual for a separating employee or when an employee transfers in from a non-paid agency. The system can't correct a quota record until the record exists for that payroll year, hence the error message "NO TYPE 20 QUOTA RECORD EXISTS. CREATE IT2006 & THEN SAVE IT2013". To manually create a quota record, create an IT2006 (type 20 and 22) effective the first day of pay period 1 thru the last day of pay period 26. No amount is necessary in the Quota Number field. Validate and save, then proceed with the Maintain Quota Entitlement for Regular Leave Earners procedure.	
Dated	*11/2/07*	**ZS13 – User Index Regeneration Report**	*"Help! I need to pull in my employee from the Transfer Zone today!"* Has this happened to you? The losing agency finally put your new employee in the transfer zone today, but SAP security prevents you from completing the transfer process. A new transaction, **ZS13**, will resolve this problem without assistance from the HCM HR Help Desk. Simply go to **ZS13** and click "execute". It's that easy! This transaction can be executed by Employee Administrators when a "No authorization" message is received for a record you should be able to maintain. The program resolves structural issues within Organizational Management when another user maintains a position and "temporarily" interrupts your ability to maintain the record. Execute this transaction when another user creates or changes a position, and you need the ability to put an employee into that position on the same day. For more information, refer to the ZS13 - User Index Regeneration help script.	

Notes	Date Issued	Article Title	Article Content	
Dated	*10/12/07*	**Master Cost Center Assignments in Organizational Management**	Master Cost Center on an Organizational Unit vs. Master Cost Center on a Position Currently in Organizational Management, there are many unnecessary cost center assignments on positions. While it is possible to define the cost center assignment relationship at the Position (Object "S") level, this is not usually recommended. In fact, this should only be done if the value being stored is different from what already exists on the org unit AND the cost center stored on that position's Cost Distribution record (IT1018). All positions in an org unit, as well as all subordinate org units and their respective positions, will inherit a cost center assignment from the higher org unit. Delimiting unnecessary cost center assignments on positions will greatly reduce the amount of maintenance required when a cost center value needs to be changed. Currently you have to change the cost center assignment record for all org units and all positions within those org units that have cost center assignments affected by a change. By delimiting those unnecessary cost center assignments on positions, you would limit the number of records that need to be updated to only those org units affected by a change. The links below will help you clean up the number of cost center assignments on positions in your agency. What is a Master Cost Center in LaGoc HCM? How can I find Master Cost Center Assignments stored on positions? When should I delimit a Master Cost Center Assignment on a position? Quick tips to consider when changing a Master Cost Center	

Notes	Date Issued	Article Title	Article Content
Dated	*5/7/07*	**Using ZF09 Default/Override Cost Center Report**	As we approach the beginning of a new fiscal year, this is a good time to review Cost Centers, Reporting Categories, etc. andlook for costing entries that will no longer be valid next FY. HR and finance staff should continually communicate with each other and monitor various reports in LaGov HCM to ensure proper costing.

One report that can be utilized to monitor costing is ZF09 - Default/Overrride Cost Center Report. For example, you can input a list of cost centers that will no longer be active in the new fiscal year and quickly identify Filled and Vacant positions that still have these values.

The master Cost Center field has been added to **ZF09**, so you can now easily compare the cost center that resides on the position to the "master" cost center. This information is **ONLY** output if â€œPosition Cost Distribution for Filled Positionsâ€ and/or â€œPosition Cost Distribution for Vacant Positionsâ€ options were selected. This â€œmasterâ€ Cost Center (the "K" relationship from Org Management - usually inherited from a superior Organizational Unit) is the employee's cost center on the Organizational Assignment infotype (IT0001), and is used on Personnel reports such as **ZP19.**. Therefore, it is important that this information is accurate.

Other useful financial reports for costing are:

ZF79 - Cost Center Substitution Report
ZF10 - Potential Errors from Cost Center Closures Report
ZF14 - Potential Errors from Reporting Category Closures Report

Please refer to the LaGov HCM Reporting area on our website for more information. |

Notes	Date Issued	Article Title	Article Content
Dated	4/5/07	Potential Separation/Transfer Errors on ZP169 (Payroll Locks)	When running **ZP169 (Payroll Locks)** for your agency, it is important to note which **ZP42 (Potential Separation/Transfer Error Report)** errors are lockable (must be corrected) and which are warnings only. While it is critical for Employee Administration to react to **ZP42 errors** and correct any errors reported before payroll Monday processing, there are a few things to remember. If an employee separates or transfers from a paid agency to a non-paid agency during a pay period, the system will automatically delimit certain records during a nightly processing program. The errors associated with the delimitation process generally will not appear on the report **UNLESS** the separation/transfer action is entered **on** Payroll Monday. **IF** these actions are entered **on Payroll Monday**, the following **ZP42** errors may appear on **ZP169** but **DO NOT need to be manually delimited** as the nightly delimitation program **WILL** delimit them before payroll is processed: **IT0014 Not Delimited** **IT0027 Not Delimited** **IT0167 XXXX Not Delimited EOM** **IT0168 XXXX Not Delimited EOM** **IT0169 XXXX Not Delimited** **IT2006 Leave Quota Type XX After Separation** In an effort to avoid unnecessary data maintenance, it is recommended that these actions be entered prior to payroll Monday. If these actions are entered on payroll Monday, wait until the following day to address these errors, should they still remain on **ZP42**. Please refer to the report descriptor ZP42 – Potential Separation/Transfer Errors for more information.

Notes	Date Issued	Article Title	Article Content
Updated	*3/25/2015*	Tips On Identifying Employees Who May Require An Off-cycle Payment Issued	**Execute ZP169** *This report consists of several programs that outputs employees with various "lockable" errors and do not have a current payroll result.* Once errors are corrected, request Help Desk staff to unlock employee records so that off-cycle payment can be created. **Execute ZY01** *All employees on this report failed payroll and will require an off-cycle payment.* Refer to ZY01 report descriptor for information on how to correct the error. Once the error is corrected, an off-cycle payment can be created. (Help Desk does not have to unlock the record.) Some errors will appear on both ZY01 and ZP45. **Execute ZF69** *This report can be run to identify employees with an Amount Paid equal to 0.00.* Once executed, in ascending order, sort all **Amount Paid** values. Assess employees with an *Amount Paid* value of 0.00. Some have an error that must be corrected (see results from previous step), some may have had no time entered (*Tm Mgt St*atus = 1), while others may be legitimate and no pay is due. It may be helpful to run ZP97, Employee Variance Report, and select the option: **Positive Time EEs with < 80 Hrs**.
Dated	*01/30/2004*	New Transaction for Setting Your Default Printer	With the most recent updates to SAP, the transaction for maintaining a default printer is now SU0 (Maintain Own User Defaults). For more info see Step 23 in the HR Reports Manual.
Dated	*01/30/2004*	IT14 & IT15 - Determine WhetherA Wage Type Is A Refund or A Deduction	A **refund** wage type will pay the employee if the amount entered is a positive amount. Likewise, it will deduct if the amount entered is negative. A **deduction** wage type works just the opposite. If the amount entered is positive, the amount will be deducted. If the amount entered is negative the amount will be paid. Here is how to determine if a wage type is a **refund** wage type or a **deduction** wage type. Upon entering the wage type and amount on IT14 (Recur. Payments/Deds) or IT 15 (Additional Payments/ Deds), look to the left of the amount entered. If the letter "A" appears, this indicates that the wage type entered is a **deduction** wage type. If nothing appears the wage type entered is a **refund** wage type.