

Introduction

Description

This report returns a list of employees who have received a recurring or additional (one-time) payment sometime during the date range (**History Range**) specified at run time. In addition to employee names, the report returns payment amounts and the dates during which the payments are valid.

Menu Path

BUworks Central portal → Reporting → Human Capital Management (HCM) → Personnel Administration → Recurring / Additional Payments Report

Tips and Tricks

- Once the report has run, you may want to add a subtotal by employee in order to view a summary of payments. A subtotal also serves as a useful way to see where data for one employee ends and that for another employee begins.

Help Resources

The following resources may prove useful in understanding the data in this BW report:

Help Topic	Help Guide (PDF)	Video (Terrier eDev or Kaltura Mymedia) ¹
How to Filter Report Data	PDF	Terrier eDev or Mymedia
How to Add a Result-Subtotal Line	PDF	Terrier eDev or Mymedia

Procedure

Click on the Portal link to start the report. Enter selection criteria via the *Variable Entry* screen.

General Variables		
Variable**	Current Selection	Description
History Range	06/30/2011 - 07/16/20	06/30/2011 - 07/16/2020
Employee		
BU ID		
Organizational Unit		
Master Cost Center		
Personnel Area(s)		
Personnel Sub-Area(s)		
Employee Group(s)		
Employee Subgroup		

OK | Check

History Range selects any additional / recurring payment with a start date that falls within this date range. This field is populated initially with the dates of the current Fiscal Year but can be changed by overwriting it.²

Enter values for any of the other variables to select a specific employee population. If no variables other than **History Range** are specified, the population will be limited by the data access permissions of the person running the report.

¹ The Terrier eDevelopment and Kaltura Mymedia streaming servers provide access to a variety of video materials. As of this writing, the eDev environment is not available to temporary employees due to licensing restrictions

² If you change the date, be sure to account for SAP syntax, which requires that *From date* and *To date* are separated by “ - ” (space-dash-space)

Report Output – Initial View

Characteristics and Key Figures available in the initial layout include these fields:

Emp Name (LAST, FIRST M) ▲	Emp Main Perrn ▲	BU ID ▲	InfoType Name**	Employee Group ▲	Valid From ▲	V
			0014	Faculty Part-time	03/01/2018	0
			0015	Staff-Exempt FT	10/01/2018	10
			0015	Staff-Exempt PT	04/01/2018	04/
					08/01/2018	08/
					10/01/2018	10/
			0014	Faculty Full-Time	07/01/2017	06/
					07/01/2018	06/
			0014	Faculty Full-Time	07/01/2017	6/
			0015	Faculty Full-Time	11/01/2018	11/
			0014	Faculty Full-Time	03/01/2018	03/
			0015	Faculty Full-Time	06/01/2018	06/
					07/01/2018	07/
					08/01/2018	08/

Valid To ▲	Salary Wage Type ▲		Additional Payment**	Recurring Payments**
			\$	\$
18 05/31/2018	2105	Overbase-Teaching AY		833.34
8 10/01/2018	2001	Additional Compensation	1,300.00	
04/01/2018	2035	Overbase w/o Benefits 1	112.50	
18 08/01/2018	2035	Overbase w/o Benefits 1	441.00	
2 10/01/2018	2035	Overbase w/o Benefits 1	396.00	
06/30/2018	2102	Stipend-12 Mos		1,606.46
06/30/2019	2102	Stipend-12 Mos		1,650.63
06/30/2018	2102	Stipend-12 Mos		250.00
8 11/01/2018	2111	Overbase-Service-Incident	150.00	
05/31/2021	2102	Stipend-12 Mos		1,250.00
06/01/2018	2104	Overbase-Research Summer	11,743.59	
	2108	Overbase-Service Summer	5,834.19	
07/01/2018	2104	Overbase-Research Summer	8,112.82	
.8 08/01/2018	2104	Overbase-Research Summer	17,577.78	

Free Characteristics

The report contains these Free Characteristics:

- Cost Center
- Employee Subgroup
- Master Cost Center
- Order
- Organizational Unit
- Personnel Area
- Personnel Subarea
- Position
- WBS Element

Definitions of Selected Data Fields

Data Field Name	Data Type	Definition
Infotype Name	Characteristic	An Infotype is an information unit used to maintain Human Capital Management (HCM) master data in SAP. Infotype 0014 contains recurring payment data and Infotype 0015 contains additional payment data.
Valid From	Characteristic	In the case of a recurring payment, this date indicates the starting date for which the payment is valid. For additional payments, this is the date for which the payment was made
Valid To	Characteristic	For recurring payment: the end of the date range during which the payment is valid. For additional payment: the same value as the Valid From date.
Salary Wage Type	Characteristic	Indicates the Wage Type associated with a payment. Examples include stipends or overbases teaching or service.

Results and Next Steps

None