

Introduction

Description

Run this report to view a history of employee wage type changes over a range of dates for Infotypes 08 (basic pay), 14 (recurring pay), and 15 (additional pay). Report focus is on changes in pay for an individual employee or a group of employees during a selected date range.

Menu Path

Reporting → Human Capital Management (HCM) → Employee Data (Distributed) → Historical View of Payments

Tips and Tricks

- Use the **Organizational Unit** variable to select an entire School / College. Note that your security permissions will determine the breadth of the data you can view.
- This report is useful for examining changes in pay for an individual employee or a group of employees during a selected date range.
- A large number of Free Characteristics are available to provide a broad array of additional employee information.
- Key Figures include annual salary, basic pay per period, and salary change, both as amounts and corresponding percent changes.
- This report contains several hidden key figures. Use the *Filter* command to show/hide the figures, as described in this Help Guide: [BW How to - Hide or Show a Key Figure](#)
- This report is useful for developing a view of payment sources – regular pay plus additional and recurring payments – to ensure that they are correct prior to a payroll run.
- **To view detailed payment activity by wage type, use a labor distribution report.**

Key Figures (metrics)

The report contains 14 Key Figures, not all of which are displayed initially. Refer to the Help Guide [BW How to - Hide or Show a Key Figure](#) for instructions regarding how to add any of these fields to your report.

Definitions of Selected Key Figures

Data Field Name	Definition
Basic Pay Per Period	The base amount paid per pay period for an employee. For weekly employees, this would be the hourly rate times the hours per week. For monthly employees, this would be the annual amount divided by the months paid.
Salary Change Amount	Amount of change from the previous non-zero salary.
Salary Change %	Percentage change since the last non-zero annual salary.
Additional Payment Amt	An Additional Payment is a one-time payment or deduction to an employee with only a BEGDA. These payments are each associated with a specific wage type such as 2002 Severance Pay, or 2075 Moving/Relocation Expenses, which can be selected by the department or user who is submitting the Additional Payment form. Additional Payments are restricted on the form to Wage Types 2002 to 2117 on the form, but back-end users are able to submit additional wage types such as parking adjustments or advance salary payments
Recur. Payments/Deductions	Amount of recurring payment or deduction.

Potential Use Cases

Here are just a few examples of the questions/tasks for which the report might be used :

- For a selected employee (or group of employees), how has their salary changed over time?
- What were the salary percentage increases for this Employee Group during FY2022?
- Show the change in Hourly Rate for an employee since they were hired.

Note: Labor Distribution reports may be more appropriate to use in answering certain kinds of payment/payroll questions