

Introduction

Description

View the status of wage types for employees as of a certain time for Infotypes 08 (Basic Pay), 14 (Recurring Pay), and 15 (Additional Pay). Infotype information displayed is the most recent as of the specified snapshot date.

Menu Path

Reporting → Human Capital Management (HCM) → Employee Data (Distributed) → Most Recent Occurrence 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 developing a view of payment sources – regular pay plus additional and recurrent payments – to ensure that they are correct prior to a payroll run.
- 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](#).
- **To view detailed payment activity by wage type, use a labor distribution report.**

Procedure

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

General Variables			
Variable**	Current Selection		Description
* Date for IT 08 , 14 , 15.	12/06/2022	<input type="checkbox"/>	12/06/2022
Employee		<input type="checkbox"/>	
BU ID		<input type="checkbox"/>	
Organizational Unit		<input type="checkbox"/>	
Main Assignment Ind (X)	X	<input type="checkbox"/>	X
Personnel Area(s)		<input type="checkbox"/>	
Payroll Area		<input type="checkbox"/>	
Employment Status	3	<input type="checkbox"/>	3 Active
Employee Group(s)		<input type="checkbox"/>	
Employee Subgroup		<input type="checkbox"/>	
Employee Group/Subgroup		<input type="checkbox"/>	
Wage Type		<input type="checkbox"/>	
Infotype		<input type="checkbox"/>	
<input type="button" value="OK"/> <input type="button" value="Check"/>			

By default, these fields are pre-populated, although any of these restrictions can be modified or removed entirely.

Snapshot Date is required. This is the “as of” date used to restrict report data.

Employment Status: a “3” indicates that only active employees will be examined.

Main Assignment Ind: An indicator of "X" indicates that only employees' main assignments will be included. This is important to use for faculty selections to eliminate duplicate employee counts when multiple assignments are involved. All salary and budget information should be connected to this assignment/position.

Report Output – Initial View

The report focus is on Basic, Additional and Recurring Pay start/end dates. Data available in the initial layout include these fields:

Emp Name (LAST, FIRST M) ¹	BU ID ²	InfoType Name ³	Employee Group ⁴	Employee Subgroup ⁵	Start date IT 08, 14, 15 ⁶	End date IT 08, 14, 15 ⁷	Salary Wage Type ⁸	Percentage ⁹	Hourly Rate ¹⁰
Employee Name 1	BU ID	InfoType Name	Employee Group	Employee Subgroup	Start date IT 08, 14, 15	End date IT 08, 14, 15	Salary Wage Type	0.000	0.0000000
Employee Name 2	BU ID	InfoType Name	Employee Group	Employee Subgroup	Start date IT 08, 14, 15	End date IT 08, 14, 15	Salary Wage Type	0.000	0.0000000
Employee Name 3	BU ID	InfoType Name	Employee Group	Employee Subgroup	Start date IT 08, 14, 15	End date IT 08, 14, 15	Salary Wage Type	100.000	0.0000000
Employee Name 4	BU ID	InfoType Name	Employee Group	Employee Subgroup	Start date IT 08, 14, 15	End date IT 08, 14, 15	Salary Wage Type	0.000	0.0000000
Employee Name 5	BU ID	InfoType Name	Employee Group	Employee Subgroup	Start date IT 08, 14, 15	End date IT 08, 14, 15	Salary Wage Type	100.000	34.6700000
Employee Name 6	BU ID	InfoType Name	Employee Group	Employee Subgroup	Start date IT 08, 14, 15	End date IT 08, 14, 15	Salary Wage Type	100.000	23.8078000
Employee Name 7	BU ID	InfoType Name	Employee Group	Employee Subgroup	Start date IT 08, 14, 15	End date IT 08, 14, 15	Salary Wage Type	100.000	0.0000000
Employee Name 8	BU ID	InfoType Name	Employee Group	Employee Subgroup	Start date IT 08, 14, 15	End date IT 08, 14, 15	Salary Wage Type	0.000	0.0000000
Employee Name 9	BU ID	InfoType Name	Employee Group	Employee Subgroup	Start date IT 08, 14, 15	End date IT 08, 14, 15	Salary Wage Type	0.000	0.0000000
Employee Name 10	BU ID	InfoType Name	Employee Group	Employee Subgroup	Start date IT 08, 14, 15	End date IT 08, 14, 15	Salary Wage Type	0.000	0.0000000
Employee Name 11	BU ID	InfoType Name	Employee Group	Employee Subgroup	Start date IT 08, 14, 15	End date IT 08, 14, 15	Salary Wage Type	100.000	0.0000000

Basic Pay Per Period ¹¹	Additional Payment Amt ¹²	Recur. Payments/Deductions ¹³	Amount for Wage Type 1 ¹⁴	Hourly Rate for Wage Type 1 ¹⁵	Hourly Rate for Wage Type 2 ¹⁶	Hourly Rate for Wage Type 3 ¹⁷	Hourly Rate for Wage Type 4 ¹⁸	Hourly Rate for Wage Type 5 ¹⁹
\$	\$	\$	\$	\$				
	800.00	1,500.00	0.00	0.0000000	0.0000000	0.0000000	0.0000000	0.0000000
2,284.25			0.00	0.0000000	0.0000000	0.0000000	0.0000000	0.0000000
	1,000.00		0.00	0.0000000	0.0000000	0.0000000	0.0000000	0.0000000
1,386.80			1,386.80	34.6700000	0.0000000	0.0000000	0.0000000	0.0000000
952.31			0.00	0.0000000	0.0000000	0.0000000	0.0000000	0.0000000
9,166.67			0.00	0.0000000	0.0000000	0.0000000	0.0000000	0.0000000
		5,837.00	0.00	0.0000000	0.0000000	0.0000000	0.0000000	0.0000000
		166.66	0.00	0.0000000	0.0000000	0.0000000	0.0000000	0.0000000
	2,000.00		0.00	0.0000000	0.0000000	0.0000000	0.0000000	0.0000000
11,046.92			0.00	0.0000000	0.0000000	0.0000000	0.0000000	0.0000000

Free Characteristics

The report contains over 150 additional data fields that can be added to provide greater insight into employee data.

Key Figures (metrics)

The report contains 12 Key Figures, not all of which are displayed initially. Use 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
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
Amount for Wage Type 1	
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.
Hourly Rate	This field displays the hourly rate as seen on basic pay (truncated to 2 digits after the decimal). For example, all exempt employees will have 0.00 for their hourly rate, since they do not have one on IT08/Basic Pay.
Hourly Rate for Wage Type 1-5	



Data Field Name	Definition
Percentage	
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 :

- Examine additional and recurring payments for each faculty member in your organization.
- How many additional payments were paid in FY2022?
- What distributions are currently active for a selected employee (or group of employees)?

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